



OFFICE OF THE NATIONAL COMMANDER
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

ICL 20-08
1 October 2020

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

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

1. This letter immediately changes CAPR 70-1, *CAP Flight Management*, and will remain in effect until the publication is revised. Compliance with this letter is mandatory
2. Correct references to FAA proficiency checks by:
 - a) Removing the reference to 14 CFR 121.439 from 4.2.1.1.4
 - b) Removing references to 14 CFR 121.439 and 14 CFR 141.79(d)(2) from 7.4.1.2.
3. Initial qualification as a CAP Tow Pilot requires recent experience, as defined in 4.4.4.1.5. This requirement is implemented within Ops Quals as a one-time prerequisite. However, the current wording is often misinterpreted as a recurring requirement. To avoid confusion, reword 4.4.4.1.5. to read, "Have completed at least 10 glider tows in the past 12 months prior to submission for initial appointment."
4. To remove barriers to onboarding of new pilots and to make clear distinctions between training and proficiency, the following changes are required:
 - a. Remove the phrase "or endorsement" from 6.2.2. and 6.2.3.
 - b. Remove the word "training" from 6.3.1. and 6.3.2.
5. The renewal validation process requires the presence of an aircraft questionnaire in Ops Quals for each make/model being renewed. Revise 7.4.1. to read, "All previous aircraft qualifications in the same category for which the pilot has an initial Form 5 and an aircraft questionnaire can be renewed at the time of the annual evaluation."
6. To clarify the intent of the prohibition regarding aircraft that have undergone certain types of maintenance, change 9.3. to read "Aircraft Use – Cadet Orientation and Cadet Flight Training. During the first 10 tachometer hours following an engine change, major overhaul, or replacement/removal/reinstallation of cylinders or magnetos, a CAP airplane will not be used to carry, or tow an aircraft carrying, CAP or ROTC/JROTC cadets participating in orientation rides. Additionally, such aircraft will not be used to conduct cadet solo flight training. This prohibition does not apply to dual instruction of cadets or cadets that hold a private pilot's license."

7. Comparison of Takeoff or Landing Distance (TOLD) to available runway length has been integrated into the Pre-flight Risk Assessment Worksheet (RAW). The resulting risk assessment is made available to the FRO through the Risk Assessment & Release process; therefore, there is no longer a need to independently provide this data to the FRO. Strike the final sentence of 9.11.2.5.1.4.
8. Correct the spelling of “immersion suits” in 9.11.10.6.
9. CAPR 60-1(I), *Pilot Flight Clinics*, is being converted to a CAP Standard. CAP’s Publication Proof-of-Concept requires that any CAP Standard be referenced in a CAP Regulation. Accordingly, Attachment 2 should be changed from “CAPR 60-2(I), Pilot Flight Clinics” to “CAPS 71-7, Pilot Flight Clinics.” Move this entry to follow CAPS 71-6.
10. For comments or questions regarding this interim change letter, contact John Desmarais, CAP/DO, at (334) 953-9107, or email jdesmarais@capnhq.gov.



MARK E. SMITH
Major General, CAP



HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 70-1

31 MARCH 2020

INCLUDES ICL 20-08, 1 OCTOBER 2020

OPERATIONS

CIVIL AIR PATROL FLIGHT MANAGEMENT

SUMMARY OF CHANGES.

This document has been extensively revised to incorporate recommended and approved measures by CAP/CC chartered cross functional teams and working groups as well as inputs received throughout the normal review process. It needs to be reviewed in its entirety.

Table of Contents

| | |
|--|----|
| 1. Overview | 1 |
| 2. Applicability..... | 1 |
| 3. Operating Instructions (OI), Pamphlets, Supplements and Waivers to this Regulation..... | 1 |
| 4. Qualification: CAP Pilots, Instructor Pilots, Check Pilots..... | 2 |
| 5. Qualification: Aircraft Types..... | 6 |
| 6. CAP Pilot Training, Proficiency, and Orientation Flights | 6 |
| 7. CAP Pilot Flight Evaluation | 8 |
| 8. Suspension of CAP Flying Privileges, Appeals, Reinstatement, and Damages | 11 |
| 9. CAP General Operating and Flight Rules..... | 13 |
| 10. Program Analysis and Improvement | 26 |
| Attachment 1 - COMPLIANCE ELEMENTS | 27 |
| Attachment 2 - GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION | 32 |

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.

Supersedes: CAPR 70-1, 4 DEC 2017

OPR: CAP/DO

Distribution: National CAP website – <https://www.gocivilairpatrol.com/members/publications/>

Pages: 37

OIs, pamphlets, and supplements to this regulation cannot be issued below the wing level. Requests for approval of OIs, pamphlets, supplements and waivers must be coordinated through the Wing Commander, Region Commander, CAP-USAF LR/CC, CAP-USAF/DO and CAP/DO.

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

4.1. Basic CAP Pilot Qualifications

4.1.1. CAP Solo Pilot

4.1.1.1. To operate as a CAP Solo Pilot, the member must possess a valid student pilot certificate, or in the case of a pilot transitioning to another aircraft category, at least an FAA Private Pilot certificate in another category and/or class of aircraft, and appropriate solo endorsements from a CAP Instructor Pilot for the make and model aircraft flown.

4.1.2. CAP Pilot

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

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

4.1.2.1.2. Complete the CAP Aircrew Professionalism course.

4.1.2.1.3. Have successfully passed a CAP Pilot Flight Evaluation in the appropriate category of aircraft within the past 12 calendar months; and

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

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

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

4.1.2.2.2. Complete the CAP Aircrew Professionalism course.

4.1.2.2.3. Have successfully passed a CAP Pilot Flight Evaluation in a hot air balloon within the past 12 calendar months; and

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

4.2. Advanced CAP Pilot Qualifications

4.2.1. CAP Instrument Pilot

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

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

4.2.1.1.2. Within the past 12 calendar months, have successfully passed a CAP Pilot Flight Evaluation with an endorsement for instrument privileges; or

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

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

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

4.3.1. CAP Instructor Pilot

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

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

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

4.3.1.1.3. Have successfully passed a CAP Pilot Flight Evaluation with an endorsement for CAP Instructor Pilot privileges in the past 12 calendar months; and

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

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

4.3.2. CAP Check Pilot

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

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

4.3.2.1.2. Have successfully passed the appropriate CAP Pilot Flight Evaluation with an endorsement for CAP Check Pilot privileges in the past 12 calendar months; and

4.3.2.1.3. Have successfully passed the online National Check Pilot Standardization Course (NCPSC) prior to initial appointment and at least once every 4 years thereafter; and

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

4.3.2.1.5. For CAP Check Pilot privileges in a hot air balloon, have the appropriate hot air

balloon privileges on their commercial pilot certificate and at least 50 hours Pilot in Command (PIC) in a hot air balloon.

4.3.3. CAP Check Pilot Examiner

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

4.3.3.1.1. Have successfully passed the appropriate CAP Pilot Flight Evaluation in the past 12 calendar months, and

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

4.4. CAP Specialty Qualifications

4.4.1. CAP Flight Release Officer (FRO)

4.4.1.1. FROs must have flying experience either as a pilot or as an aircrew member. Pilot or aircrew experience should preferably be within CAP, but external experience is acceptable. FROs do not have to be qualified to fly within CAP to act as a FRO. In order to be an FRO, personnel must also:

4.4.1.1.1. Pass the online CAP FRO training course every 4 years or as updated by NHQ; and

4.4.1.1.2. Be designated as a CAP FRO by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in Ops Quals.

4.4.2. CAP Senior Flight Release Officer (SFRO)

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

4.4.2.1.1. Be a qualified FRO in accordance with paragraph 4.4.1; and

4.4.2.1.2. Hold at least a CAP Senior Pilot rating IAW CAPR 35-6; and

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

4.4.2.1.4. Be designated as a CAP SFRO by the Wing or Region Commander, CAP/DO, or their designee, with the appointment documented in Ops Quals.

4.4.3. CAP Orientation Pilot

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

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

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

4.4.3.1.3. Have passed the appropriate CAP Orientation Pilot Endorsement Quiz (Non-ROTC, ROTC, or Glider) within the past 4 years or as updated by NHQ; and

4.4.3.1.4. Have passed a CAP Pilot Flight Evaluation and received the appropriate CAP Orientation Pilot endorsement(s) within the past 12 calendar months; and

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

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

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

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

4.4.4. CAP Tow Pilot

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

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

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

4.4.4.1.3. Be at least 21 years of age; and

4.4.4.1.4. Have logged a minimum of 500 hours PIC time (any combination of fixed-wing and glider aircraft) with at least 250 hours in single-engine airplanes; and

4.4.4.1.5. Have completed at least 10 glider tows in the past 12 months **prior to submission for initial appointment**; and

4.4.4.1.6. Have passed the Soaring Safety Foundation (SSF)/CAP Tow Pilot Course and Final Exam; and

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

4.4.5. CAP Tow Pilot Trainer

4.4.5.1. A CAP Tow Pilot Trainer does not need to hold a flight instructor certificate or be designated as a CAP Instructor or CAP Check Pilot. To be designated as a CAP Tow Pilot Trainer, the member must:

4.4.5.1.1. Be current and qualified in the aircraft being used for training; and

4.4.5.1.2. Be current and qualified as a CAP Tow Pilot; and

4.4.5.1.3. Have logged a minimum of 50 tows; and

4.4.5.1.4. Be current and qualified in accordance with [14 CFR 61.69](#); and

4.4.5.1.5. Have completed at least three glider tows in the previous 12 months; and

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

4.4.6. Winch or Auto Tow Operator. A CAP member must be trained in accordance with the syllabus contained in CAPS 71-2 *Aircrew Training, Glider*.

5. Qualification: Aircraft Types

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

5.1.1. Airplane – to serve as PIC in a CAP airplane, a CAP Pilot must successfully complete a CAP Pilot Flight Evaluation in an airplane.

5.1.1.1. High Performance Airplanes (as defined in [14 CFR 61.31 \(f\)](#)) – Pilots without a high-performance endorsement or exemption must complete the transition syllabus outlined in CAPS 71-1 *Aircrew Training, Airplane*.

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

5.1.1.2.1. At least 10 hours PIC time in complex airplanes; and

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

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

5.1.1.3. G1000 Equipped Airplanes. The G1000 transition syllabi outlined in CAPS 71-1 will be used to train members at all qualification levels in G1000 equipped aircraft (G1000 VFR, G1000 IFR, and G1000 Instructor) in preparation for a CAP Pilot Flight Evaluation. With CAP/DO approval, Textron's Cessna High Wing Transition Training Course (ground and/or flight training) can be used as an alternative to CAP-conducted G1000 VFR and G1000 IFR transition training.

5.1.1.3.1. For members with previous G1000 experience: Members will present documentation and discuss their experience with the wing DOV, who will determine whether the member's prior experience warrants award of credit for completion of CAP G1000 transition training. Regardless of credit given, a CAP Pilot Flight Evaluation is required prior to award of an endorsement.

5.1.1.3.2. For members already qualified: Members must take the CAP in-house G1000 refresher syllabus appropriate to their level of qualification, as outlined in CAPS 71-1, every 36 months to maintain their G1000 endorsement.

5.1.2. Glider – to serve as PIC in a CAP glider, a CAP Pilot must successfully complete a CAP Pilot Flight Evaluation in a glider.

5.1.3. Balloon – to serve as PIC in a CAP balloon, a CAP Pilot must successfully complete a CAP Pilot Flight Evaluation in a balloon.

6. CAP Pilot Training, Proficiency, and Orientation Flights

6.1. Pilot Training

6.1.1. CAP flight training shall be conducted in accordance with the requirements of 14 CFR 61 and the guidance contained in: CAPS 71-1, *Aircrew Training, Airplane*, CAPS 71-2, *Aircrew Training, Glider*, CAPS 71-3, *Aircrew Training, Balloon* and CAPS 71-6, *Aircrew Training, Cadet Wings*, as appropriate.

6.1.2. Balloon pilots who intend to operate a balloon envelope "top end" that is a different manufacturer from the "bottom end" system (e.g.: basket, burner, etc.), shall receive familiarization training from a CAP Check Pilot qualified to operate both that bottom end system and top end envelope.

It is the PIC's responsibility to be familiar with all equipment of the balloon system prior to flight.

6.1.3. CAP members may not charge for any ground instruction or flight training accomplished in accordance with this regulation.

6.2. Eligibility for Flight Instruction

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

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

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

6.2.3.1. Senior members holding a Private Pilot Certificate or higher and active CAP member for at least 1 year – requires written authorization from the wing or higher commander.

6.2.3.2. All other senior members – requires written authorization from the Wing Commander, Region Commander, CAP/DO, and the National Commander or designee. Such authorization can be granted only if the member lives more than 2 hours driving time from a commercial flight training facility.

6.2.4. Consult CAPR 60-2, *Cadet Protection*, regarding additional authorizations that may be required for cadets receiving flight instruction from a CAP Instructor Pilot.

6.3. Proficiency Flying

6.3.1. CAP proficiency flights conducted as Air Force Assigned Missions (AFAMs) will be flown in accordance with CAPS 71-4, *AFAM-approved Proficiency Flight Profiles*.

6.3.2. CAP proficiency flights not flown in an AFAM status (e.g., under a "C" mission symbol) will be flown in accordance with CAPS 71-5, *Corporate-approved Proficiency Flight Profiles*.

6.4. Orientation Flights

6.4.1. Except as provided in paragraph 9.2.1, orientation flights will be accomplished in CAP corporate aircraft.

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

6.4.3. Glider orientation flights, particularly those using ground launch, may require multiple sorties to complete CAPP 60-40 requirements (80% of syllabus complete). When multiple launches are required, enter the number "50" in the Web Mission Information Reporting System (WMIRS) in place of the syllabus number for each sortie that partially contributes to the requirement and the syllabus number in the sortie that completes the requirement.

6.5. Other Training Requirements

6.5.1. All CAP powered and glider pilots, as well as any other CAP member who supervises the movement of aircraft, must complete online Aircraft Ground Handling Training and pass the associated

exam every 24 months in order to be or remain authorized to do so.

6.5.2. In order to participate in [extended over-water operations](#), each aircrew member must have successfully completed an approved CAP Over-Water Survival Classroom-based Course and be qualified in Ops Quals for the duration of participation in the operation. See also paragraph 9.11.10.

6.5.3. CAP/DO may publish and require completion of additional ground training for pilots-in-command (PIC) as a risk mitigation for seasonal hazards or emerging risks. Notification of these additional requirements will be made using the Critical Item function of WMIRS. Until they have completed the required training, PICs will comply with any restrictions regarding aircraft operation that were noted in the Critical Item.

7. CAP Pilot Flight Evaluation

7.1. General

7.1.1. The CAP Pilot Flight Evaluation process (hereafter referred to as a “Form 5”) consists of ground and flight events necessary to evaluate and document a CAP Pilot’s classification in accordance with the requirements of this regulation and their qualification to operate one or more CAP aircraft models. An evaluation may include endorsements for certain types of aircraft equipment and operations (e.g., Turbo, Instrument, Orientation Pilot, etc.). All endorsements apply to all qualifying models.

7.1.2. Form 5 evaluations will be conducted in accordance with the standards outlined in CAPS 72-5, *Aircrew Evaluation* using the FAA Airman Certification Standards (ACS) or Practical Test Standards (PTS) applicable to the member’s FAA certificates/ratings as loaded in Ops Quals, and for CAP-unique tasks, using CAPS 72-6, *Aircrew Evaluation Criteria*. If all required tasks cannot be completed due to aircraft problems, weather, or other factors not related to pilot performance, the remaining tasks shall be completed within 30 days using the same check pilot or a complete recheck will be required.

7.1.3. Results will be documented on the version of the CAPF 70-5, *CAP Pilot Flight Evaluation*, appropriate for the category of aircraft being flown (e.g., CAPF 70-5A (Airplane), CAPF 70-5B (Balloon) or CAPF 70-5G (Glider)). Note: within this regulation, “CAPF 70-5” is only used when specifically referring the form used to record the results of a CAP Pilot Flight Evaluation.

7.1.4. Unless revoked by a wing or higher commander, the Form 5 is valid through the last day of the twelfth month of its completion date. For example, a flight evaluation completed on 1 January would remain valid through 31 January of the following year.

7.1.5. A wing or higher commander may require any CAP Pilot entering, under, or temporarily in their command to complete a local area familiarization flight with a designated instructor/check pilot, or, in unusual circumstances, a second Form 5 with a designated check pilot.

7.2. Initial Qualification in Make/Model

7.2.1. To operate as PIC in a CAP aircraft, a member must pass a Form 5 in each CAP aircraft make/model that they desire to fly. For Hot Air Balloons, the make of balloon is defined by the “top end” (e.g., Cameron, Firefly, Head, Lindstrand, Aerostar, etc.). This initial aircraft qualification forms the basis for subsequent renewals as explained in 7.4.

7.2.2. For aircraft qualification purposes, an initial Form 5 in any of the following model groupings counts as a CAP Pilot Flight Evaluation for all models listed in that grouping:

7.2.2.1. C182QSP counts for C182

7.2.2.2. C206SP counts for C206, C205, and C207

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

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

7.3. Additional Qualifications and Endorsements. If a CAP Pilot requests to add additional endorsements or aircraft models in the same category and class to an existing pilot qualification, the CAP Check Pilot has the discretion to administer an abbreviated Form 5 consisting of an aircraft questionnaire (CAPFs 70-5Q-A, 70-5Q-B, or 70-5Q-G) for the aircraft model to be demonstrated, and those maneuvers that the CAP Check Pilot deems necessary to support their endorsement. The abbreviated Form 5 does not change the original expiration date for the CAP Pilot's existing annual qualification.

7.4. Annual Renewal

7.4.1. All previous aircraft qualifications in the same category for which the pilot has an initial Form 5 and an aircraft questionnaire can be renewed at the time of the annual evaluation - if the aircraft used for the evaluation possesses all the required characteristics. However, multiple Form 5's will be required if the aircraft does not possess all those characteristics. Specifically, to renew the qualifications listed below, the CAP Pilot must accomplish the following:

7.4.1.1. For any high-Performance aircraft: Pass the Form 5 in a high-performance airplane.

7.4.1.2. For any complex aircraft: Pass the Form 5 in a complex airplane or show evidence of having completed a 14 CFR 61.58, 14 CFR 121.441, 14 CFR 135.293/14 CFR 135.297, or a military competency check in a complex aircraft within the past 12 calendar months.

7.4.1.3. G1000 endorsements: Pass the Form 5 in a G1000-equipped airplane.

7.4.2. Check pilots will review the pilot's existing qualifications in Ops Quals and the requirements outlined above to determine which aircraft qualifications should be renewed. The check pilot shall specifically note aircraft to be renewed in the applicable block of the CAPF 70-5. Validators shall ensure that aircraft renewals submitted via Ops Quals match the renewal data entered by the check pilot on the CAPF 70-5.

7.5. Eligibility

7.5.1. To be eligible to take a Form 5, the member must:

7.5.1.1. Pass the online CAPR 70-1 General Exam annually and pass the supplemental Powered, Glider or Balloon Exam, as applicable, within the 60 days prior to the date of the Form 5; and

7.5.1.2. Complete the appropriate questionnaire (CAPFs 70-5Q-A, 70-5Q-B, or 70-5Q-G) for the make and model of CAP aircraft in which the member is being evaluated; and

7.5.1.3. Provide evidence of meeting requirements to the CAP Check Pilot, to include:

7.5.1.3.1. FAA pilot and medical certifications; and

7.5.1.3.2. Log book; and

7.5.1.3.3. CAP membership card; and

7.5.1.3.4. Aircraft questionnaire (CAPFs 70-5Q-A, 70-5Q-B, or 70-5Q-G); and

7.5.2. Unless otherwise arranged in accordance with Section 7.6.4 of this regulation, a pilot must provide evidence of meeting 14 CFR 61.56 requirements for a flight review (logbook entry, FAA WINGS program credit, new pilot certificate, added rating, etc.), or 14 CFR part [135.293/297](#), [121.441](#), or [61.58](#) proficiency check.

7.6. Administration

7.6.1. The following individuals may administer a Form 5:

7.6.1.1. A CAP Check Pilot who is current and qualified in the CAP aircraft to be used; or

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

7.6.1.3. A CAP-USAF evaluator pilot, while performing CAP-USAF evaluator pilot duties; or

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

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

7.6.2. Check Pilots must hold any qualification that they endorse on the CAPF 70-5. In addition, only Check Pilots who have instrument privileges on their FAA flight instructor certificate can endorse the CAP Instrument qualification and only CAP Check Pilot Examiners can endorse the CAP Check Pilot qualification.

7.6.3. At the discretion of the CAP Check Pilot, the requirements for an instrument endorsement may be addressed verbally if the CAP Pilot has completed an FAA Instrument Proficiency Check within the six calendar months preceding the Form 5. The G1000 IFR endorsement must be renewed in accordance with 7.4.1.3.

7.6.4. A CAP Pilot may combine the Form 5 with other requirements to fulfill the FAA flight review and/or instrument proficiency check under [14 CFR 61.56](#) and [14 CFR 61.57](#), provided that both CAP and the FAA requirements are met. Due to the added FAA requirements, prior coordination and approval by the CAP Check Pilot is necessary.

7.6.5. To administer a Form 5 in a member-owned/furnished aircraft, the CAP Check Pilot conducting the evaluation must be FAA qualified in the category and class of aircraft being flown. See paragraph 9.2.1.1. for guidance on member-owned/furnished aircraft approval requirements.

7.6.6. When Form 5 Flight Evaluations are conducted by a non-CAP evaluator, the CAP Check Pilot review and endorsement of the CAPF 70-5 must be completed within 60 days of the date the flight evaluation was conducted. The check pilot conducting the review and endorsement must be qualified in the category and class of aircraft that was used for the flight evaluation.

7.6.7. Except for fees charged by an FAA DPE for a practical test leading to an airman certificate or rating, no person may charge for any flight evaluation accomplished in accordance with this regulation.

7.6.8. A CAP Pilot must obtain written approval from a wing or higher commander to take more than two consecutive Form 5s with the same CAP Check Pilot.

7.6.9. Pilots assigned at the wing level and below, must obtain approval from the

Standardization and Evaluation Officer (DOV) in their assigned wing prior to taking a Form 5 in another wing. Form 5's for the Surrogate Unmanned Aircraft System (C182QSP/C206SP) are exempt from this requirement.

7.7. Failure, Unsatisfactory Performance and Re-Evaluation

7.7.1. Notification of Failure. Check pilots shall provide email notice of all Form 5 failures to the Wing DOV. (Notify the Region DOV if the subject pilot is assigned to the region staff.) A legible copy of the entire CAPF 70-5 shall be attached to the notification email. The CAP Check Pilot should indicate in the body of the email whether they believe the failure resulted from factors that would extend to other qualifications and endorsements (e.g., poor airmanship, poor judgment).

7.7.2. Processing Failures. Wing/Region DOVs will review reports of Form 5 failures, to include CAP Check Pilot recommendations, and will advise their commander regarding the need for re-evaluation based on the following guidance:

7.7.2.1. Initial Aircraft or New Endorsement Failure. If a CAP pilot fails an initial CAP Pilot Flight Evaluation for a new make/model or fails to add a new endorsement (e.g., Orientation Pilot), such failure does not require re-evaluation under paragraph 7.7.3., unless that failure resulted from factors that would extend to other qualifications and endorsements.

7.7.2.2. Aircraft Renewal or Endorsement Renewal Failure. If a CAP pilot fails an annual or abbreviated evaluation flown for the purpose of renewing qualification in an aircraft make/model or an existing endorsement, the pilot must undergo re-evaluation under paragraph 7.7.3.

7.7.3. Re-evaluation. Pending satisfactory completion of an additional flight evaluation, commanders may suspend the CAP Pilot's CAP flying privileges except for the purposes of retraining with a CAP Instructor Pilot. Wing/Region DOVs or their designee will approve a plan for remediation of identified deficiencies. This training will be accomplished prior to reevaluation. Re-evaluations require completion of all tasks applicable to the qualification and/or endorsements that were failed. To ensure fairness, commanders should consider designating a different CAP Check Pilot to conduct re-evaluations due to failure.

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

8.1. Suspension of CAP Flying Privileges – For Cause. Any commander in a CAP member's chain of command, or an Incident Commander (IC) during a supervised mission, may immediately suspend CAP flying privileges of a member for cause if they believe that crew member's behavior creates an ongoing concern regarding their readiness for continued flying duties (e.g., willful violation, excessive risk tolerance, disregard for procedures, lack of proficiency, etc.). In the case of suspending privileges while the member is away from their home base, the member may be permitted to return to home base as a passenger in a CAP aircraft.

8.1.1. Initial suspension notification may be made verbally, but commanders or ICs exercising this authority must notify the affected aircrew member(s) in writing within 7 days of suspending flying privileges, clearly stating the reason(s) the action was taken. A copy of the written notification must be filed with the Region Commander and all intermediate commanders within seven days as well. A copy of all notifications issued by a Region Commander must be filed with the National Commander.

8.1.2. The written notification must include a statement advising the aircrew member of their right to appeal this action (see paragraphs 8.4. and 8.5.).

8.2. Suspension of CAP Flying Privileges - Mishap. (This paragraph does not apply to non-mishap reportable events as defined in CAPR 160-2, paragraph 5.5.) Any crewmember involved in an aircraft mishap, as defined in CAPR 160-2, paragraph 5.1., is automatically suspended from flying as a crewmember until a commander in their chain-of-command, or an Incident Commander (IC) during a supervised mission, has been apprised of the circumstances of the mishap. Using contemporaneously available information, the commander shall determine which of the conditions described in the following subparagraphs apply and take the prescribed action.

8.2.1. If the mishap appears to have been caused by crew action or inaction that create an ongoing concern regarding their readiness for continued flying duties (e.g., willful violation, excessive risk tolerance, disregard for procedures, lack of proficiency, etc.), the commander shall suspend those specific crew members "for cause" using the procedures described in 8.1. A determination that pilot error was causal to a mishap does not necessarily require suspension for cause. For example, damage to an aircraft tire due to improper braking technique would not necessarily create an ongoing concern warranting a suspension for cause. However, such an event would be viewed differently if excessive braking was required as a result of landing excessively long after an unstable approach and a poor go-around decision.

8.2.2. If it appears that the mishap could be defined as an accident (ref: CAPR 160-2, 5.6.1.), the commander shall suspend all crewmembers using the same procedures outlined in paragraph 8.1.1. and 8.1.2; however, the reason for suspension shall be "crewmember involvement in an aircraft accident." Any additional reasons relating to the criteria outlined in 8.2.1. shall be included in the suspension notification.

8.2.3. If a review of the initial mishap information indicates that the criteria identified in 8.2.1. and 8.2.2. are not met, the commander shall verbally reinstate the member's flying privileges. Commander's should not delay reinstatement of members in order to obtain a final determination of mishap severity and/or cause factor. Written documentation of the automatic suspension and subsequent reinstatement is not required.

8.3. Reinstatement. Once a member's flying privileges are suspended for cause or as a result of involvement in an aircraft accident, only a wing or higher commander in the individual's chain of command may reinstate that member to flight status. Wing or higher commanders may set conditions for reinstatement, including completion of a new CAP Pilot Flight Evaluation. When a member is involved in either an accident or a lesser mishap resulting in a suspension for cause, the crewmember's flying privileges shall remain suspended until a final determination of cause has been made. Prior to reinstating flying privileges of a member involved in an accident, commanders must coordinate with the CAP/DO who will then obtain concurrence of the CAP/CC. Reinstatement and conditions thereof shall be documented.

8.4. Appeals – Member Rights. A member who remains suspended from flying for more than 90 days may submit a one-time written appeal to the Region Commander within 1 year of the initial suspension. If a Region Commander suspends the flying privileges of a member, the member may appeal to the National Commander.

8.5. Appeals – Command Action. Upon receipt of a member's appeal, the Region Commander, or National Commander in the case of a Region Commander directed suspension, must appoint a flight review panel of at least three CAP Check Pilots to review the appeal.

8.5.1. The flight review panel must examine the facts of the case and make a recommendation

to the appointing commander.

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

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

9. CAP General Operating and Flight Rules

9.1. Aircraft Use - General Requirements

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

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

9.1.3. All CAP corporate aircraft must have a standardized, completed, and up-to-date CAP Aircraft Information File (AIF) constructed in accordance with the standards contained in CAPS 72-4, *Aircraft Information File*.

9.1.3.1. Airplane AIFs will be stored in the aircraft.

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

9.1.4. Gliders.

9.1.4.1. Transport. Normally, gliders will be relocated by disassembly and ground transport in their trailers. To reduce the risk of damage, a minimum of four personnel must be used for loading/unloading. Cross country air tow is authorized when the situation and conditions warrant. Two-way communication between the tow aircraft and glider is required. Air tows longer than 1 hour require two pilots onboard the glider. Portable navigation systems should be taken aboard the glider to enhance situational awareness.

9.1.4.2. Rig/Derig. Glider assembly and disassembly must be supervised by a Glider Pilot familiar with the glider. The organization primarily responsible for operating a CAP glider shall ensure that a tail number specific Assembly, Disassembly and Trailing checklist is provided to support proper rigging and derigging. Irrespective of any use of supporting equipment, a minimum of four personnel must participate to reduce the possibility of damage and ensure proper rigging.

9.1.5. G1000-equipped aircraft. A secure digital (SD) card will be carried in the top slot of the Multi-Function Display (MFD) of all G1000 aircraft for the duration of all ground and air operations.

9.1.5.1. CAP/LG will provide SD cards

9.1.5.2. Maintenance officers shall assign and install a card in each G1000 aircraft.

9.1.5.3. Only the maintenance officer, or a person designated by them, shall remove the SD card once installed. Periodic removal and reinstallation for updating database information or facilitating

maintenance is authorized.

9.1.5.4. Download of flight data from the SD card shall only be performed at the direction of CAP/SE as required to support safety programs.

9.1.5.5. Prior to flight, the PIC shall confirm that flight data logging is active by checking the AUX-UTILITY page and confirming that "LOGGING DATA" is displayed. If this check fails, a deferred discrepancy will be entered in the Aircraft Maintenance Repair and Documentation (AMRAD) application.

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

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

9.2.1.1. The use of member owned/furnished aircraft (other than gliders and balloons) requires wing or higher commander approval for corporate missions and CAP-USAF Liaison Region Commander or higher approval for each AFAM in which the aircraft's use is requested.

9.2.1.2. Requests for use of member-owned/furnished aircraft will not be approved unless a copy of the airworthiness certificate, Hold Harmless Agreement (HHA) and CAPF 71 are on file with the CAP-USAF LR for AFAMs or the Wing Commander or designee for Corporate Missions. Copies of the airworthiness certificate, HHA and CAPF 71 should be uploaded to the WMIRS mission files for reference when used since the use of member-owned/furnished aircraft is rare. HHAs will be valid for 1 year from the date of approval.

9.3. Aircraft Use – Cadet Orientation Flights and Cadet Training

9.3.1. During the first 10 tachometer hours following an engine change, major overhaul, or replacement/removal/reinstallation of cylinders or magnetos, a CAP airplane will not be used to carry, or tow an aircraft carrying, CAP or ROTC/JROTC cadets participating in orientation rides. Additionally, such aircraft will not be used to conduct cadet solo flight training. This prohibition does not apply to dual instruction of cadets or cadets that hold a private pilot's license.

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

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

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

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

9.4.2. Participating as an act or other demonstration in an air show. Note: Static displays and mission assistance properly approved through the NOC is authorized. Refer to CAPR 900-5, *Civil Air Patrol Insurance/Benefits Program* for additional guidance on CAP air show support.

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

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

9.4.5. Hand-propped starts

9.4.6. External power starting of aircraft without an external power start checklist in the POH; when the cause of the low battery is not known; or using a power source not specifically designed for aircraft starting.

9.4.7. Use of CAP aircraft for assistance to law enforcement officers on missions not specifically coordinated and approved through the CAP NOC.

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

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

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

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

9.4.12. Simulated emergency procedures during instrument meteorological conditions or at night. Exception: partial panel instrument training and in-flight discussion of emergency procedures may be conducted during night visual meteorological conditions under the supervision of a CAP instructor pilot.

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

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

9.4.15. CAP Solo Pilots may not perform touch and go landings unless flying with a CAP Instructor. See paragraph 9.11.2.5.1.5 for additional touch and go landing limitations.

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

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

9.5.2. Light Sport Aircraft.

9.5.3. Rotorcraft.

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

9.6. Documentation Requirements

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

9.6.1.1. All CAP pilots must make a one-time acknowledgement of the CAP Statement of Understanding by dating the Statement of Understanding paragraph in the Ops Quals system.

9.6.1.2. All relevant FAA pilot certificates, ratings, and endorsements (e.g., solo, high

performance, complex, aerotow/ground-tow, flight review) and/or documentation of exemptions.

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

9.6.1.4. Initial and most recent CAPF 70-5, CAPF 70-5Q(s) – A, B or G, supporting each aircraft qualification and endorsement, and most recent CAPF 70-91, *CAP Mission Pilot Checkout*.

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

9.6.3. The CAP PIC will also verify agency or organization identification credentials of CAP and non-CAP crew members (when authorized by agreement or mission approval) or CAP and non-CAP passengers to validate their identity prior to flight (see paragraph 9.8).

9.7. Flight Duty Period and Crew Rest Requirements

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

9.7.1.1. When approved by the Wing Commander, Vice Commander, or Director of Operations (or higher command level), the PIC may extend the maximum aircrew duty period and/or the flight time within the period up to 2 hours to compensate for unplanned sortie delays, provided the additional time (in excess of the standard requirements listed in this regulation) is individually agreed by all aircrew members conducting the respective mission, and that the commander and the PIC make an appropriate risk assessment. Duty periods beyond a total of 16 hours will not be authorized.

9.7.1.2. Aircrew members shall not be scheduled for more than 9 hours of flight time between periods of crew rest.

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

9.7.2.1. This period accommodates the opportunity for 8 hours of uninterrupted crew rest/sleep and 2 hours of personal preparation/travel time.

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

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

9.8. Requirements and Limitations - Passenger Carriage

9.8.1. Approved Passengers

9.8.1.1. CAP members whose category of membership allows them to ride in corporate aircraft as specified in CAPR 39-2, *Civil Air Patrol Membership*.

9.8.1.2. CAP employees.

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

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

9.8.1.5. CAP-USAF personnel conducting official business.

9.8.1.6. FAA ASIs or FAA DPEs during flight evaluations.

9.8.1.7. Commercial balloon pilot administering a Form 5.

9.8.2. Non-CAP Passengers Requiring Additional Approval

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

9.8.2.1.1. Name of the requesting agency.

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

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

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

9.8.2.1.5. Specific flight profile or flight characteristics to meet requirements.

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

9.8.2.1.7. WMIRS Mission or Request Number(s) and Sortie Number(s), if known.

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

9.8.2.3. With the exception of military/National Guard (Title 10 and Title 32)/federal employees and ROTC/JROTC cadets (flight orientation program only), all non-CAP passengers must execute a Release (CAPF 70-9, *Release for Non-CAP Members*). The completed form shall be left in a secure ground location known to the FRO or IC and uploaded to the mission files in WMIRS within 72 hours of sortie completion if not uploaded prior to flight.

9.8.2.4. All CAP members must operate in compliance with the FAA exemptions granted to CAP to [14 CFR 61.113](#) and [14 CFR 91.501](#) for flying non-CAP passengers. Refer to CAPP 70-13, *Guide to FAA Exemptions* for additional information.

9.8.3. Passengers – Prohibitions

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

9.8.3.2. At no time may a PIC who is a CAP cadet carry another CAP cadet as a passenger or crew member. Exception: CAP cadets who are CFIs, and who hold relevant qualifications, are permitted to carry CAP cadets on orientation rides, as passengers, or as crew members.

9.8.3.3. Passengers may not be carried in a CAP tow plane that is towing a glider.

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

9.8.3.4.1. Student pilots flying with a CAP Instructor. (Student pilots are also permitted to fly as passengers in the back seat while a CAP IP is giving instruction to student in the left seat.)

9.8.3.4.2. CAP employees that are also FAA qualified pilots.

9.8.3.4.3. CAP-USAF pilots flying with CAP pilots.

9.8.3.4.4. FAA ASIs or FAA DPEs during flight evaluations.

9.9. Critical Read Items

9.9.1. With CAP's evolving missions, it is critical that important messages and changes be provided to all operations personnel, and confirmation that they have been received documented. CAP/DO will maintain a read file tool in WMIRS, and issue optional and mandatory messages in this tool based on member qualifications.

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

9.9.1.2. When mandatory messages are issued, members will not be able to move forward in WMIRS until they have read and acknowledged the message.

9.9.1.3. Personnel can review previously read messages should the need arise. On occasion, CAP/DO may require personnel to re-read mandatory messages that are still in effect.

9.10. Uniform Requirements

9.10.1. Airplanes. CAP members will wear an authorized CAP uniform as outlined in CAPM 39-1, *CAP Uniform Manual* unless approved mission requirements dictate other attire.

9.10.2. Gliders, Tow Planes or Hot Air Balloons. CAP uniforms are not required unless directed by a Wing Commander or higher, but clothing must identify the individual as a CAP member, be appropriate to the operating conditions, and reflect CAP in a positive manner. Due to the greenhouse effect of the glider canopy, the use of sun screen and a full-brimmed hat is recommended. Outer clothing made of nylon is prohibited for CAP hot air balloon ground and flight crew members.

9.11. Normal Operating Procedures

9.11.1. The following paragraphs establish required normal operating procedures for CAP airplanes, gliders, and balloons. CAPS 73-series, *Operations Procedures* documents provide additional and amplified information that is aircraft category-specific. Although written in procedural language, these documents are intended to be used as default standards for briefing and training. Only the

requirements outlined in this section are mandatory.

9.11.2. Mission Planning

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

9.11.2.2. Checklist. CAP develops, approves and maintains aircraft checklists using the process and standards outlined in CAPS 72-3, *Aircraft Checklists*. Use of a NHQ-approved checklist or a manufacturer's checklist is mandatory in all CAP aircraft. Pilots must review and accomplish all checklist items.

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

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

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

9.11.2.4. Fuel. Except for glider towing operations within 5 nm of the departure airport, all powered flights must be planned such that a minimum of 1 hour of fuel (at normal cruise speed) remains upon landing.

9.11.2.5. Airports and Landing Sites

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

9.11.2.5.1.1 Civilian airports listed in an effective FAA Chart Supplement (formerly the Airport/Facility Directory).

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

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

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

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

9.11.2.5.1.6 When not operating from a designated glider port, the CAP project officer or designee shall ensure that the FAA is aware of CAP glider launches (location, time, extend of activity). This information is required to support issuance of proper Notices to Airmen (NOTAMs).

9.11.2.5.1.7 Glider Activity Directors and Operations Supervisors shall be fully aware of and shall ensure that CAP glider operations comply with relevant airport procedures, in addition to FAA and CAP regulatory requirements.

9.11.2.5.2. For CAP balloons, crews must obtain prior permission from landowners before engaging in hot air balloon setup and departure activities. Hot air balloon aircrews will do everything possible to foster and maintain good relations with landowners, especially when landing and during breakdown.

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

9.11.3. Risk Management.

9.11.3.1. Risk Management (RM) is an evolving process that will continue to change in conjunction with our missions. To support development of new approaches (e.g., aircraft- or mission-specific tools), CAP/DO may temporarily authorize use of paper-based tools as a proof-of-concept. In these cases, completed documents will be uploaded to a designated folder within the WMIRS sortie file system as a record that the RM process was properly completed.

9.11.3.2. Deliberate Risk Management. The deliberate risk management process, as described in CAPR 160-1, must be completed and documented as part of each Operational Plan (Oplan) submitted for mission approval in WMIRS. In addition, Regions and Wings with glider programs shall document performance of a deliberate risk management process for glider operations to be conducted in their area. CAPS 73-2, *Operations Procedures, Glider*, contains additional instructions regarding the conduct glider program risk assessments.

9.11.3.3. Preflight Risk Assessment

9.11.3.3.1. Completion of a pre-flight risk assessment worksheet (RAW) is mandatory for CAP flight operations. The PIC will complete an electronic RAW (previously referred to as an "ORM") whenever possible. In locations where electronic completion of the RAW is not possible, the PIC must use a paper-based *Pre-Flight Risk Assessment Worksheet* (CAPF 70-1 or CAPF 70-1G) to evaluate risk, then provide the data or paper form to the FRO for entry into WMIRS.

9.11.3.3.2. In situations where both the PIC and FRO are not able to access WMIRS at the time of release to enter a RAW, the PIC must upload the data from the RAW into WMIRS within 72 hours of landing.

9.11.3.3.3. Prior to flight, if factors result in elevation of the risk score or release authority, such as a change in TOLD runway length, visibility/ceilings, wind conditions or aircraft malfunction, the PIC shall contact the appropriate flight release authority for an amended flight release. Each risk factor has criteria that trigger a requirement for FRO or higher approval; however, a relatively small increase in one factor may elevate the overall score and necessitate a greater level of approval.

9.11.3.4. Flight Release

9.11.3.4.1. The PIC must obtain a flight release from a designated FRO, either in person or via a voice communication method (phone, Skype, radio, etc.), no more than 24 hours prior to takeoff. The PIC shall notify the FRO of any changes effecting the risk assessment that occur after release but prior to takeoff.

9.11.3.4.2. CAP/DO will publish RM score ranges in WMIRS that define the level of authority for flight release. Based on those scores, flight release levels include: 1.) FRO, 2.) Senior FRO, 3.) Senior FRO with concurrence of a Wing or higher Commander, Vice Commander of Director of Operations, and 4.) CAP/DO or designees via the NOC.

9.11.3.4.3. The FRO is responsible for verifying appropriate information, authorizing a CAP pilot to fly as pilot in command in CAP aircraft, verifying use of the appropriate code from CAPS 75, *Mission Symbols*, and confirming that the aircraft has arrived safely at its destination. If not notified that the flight was safely concluded or extended, the FRO is responsible for initiating missing aircraft procedures at a time determined during release, but no later than two hours from estimated time of arrival. Except as indicated below, each flight release must be issued via the eFlight Release function in WMIRS.

9.11.3.4.4. If WMIRS is not available, the FRO will use a paper-based *Flight Release Checklist* (CAPF 70-2 or CAPF 70-2G) to record release details. A flight release recorded on a CAPF 70-2/2G must be recorded as an eFlight Release in WMIRS within 24 hours unless the NOC is informed of extenuating circumstances.

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

9.11.3.4.6. Flight Release Officers may only issue paper releases based on verification of pilot qualifications via Ops Quals or a current Ops Quals FRO Support Report.

9.11.3.4.7. Takeoff and Landing Distance versus Runway Length

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

9.11.3.4.7.2 The PIC must obtain a release from an SFRO when the departure runway is shorter than the calculated takeoff distance ground roll, plus the landing distance ground roll at the actual takeoff weight of the aircraft being flown. For glider tow sorties, two times the calculated takeoff distance ground roll for the tow aircraft shall be used in lieu of takeoff plus landing ground roll.

9.11.3.4.8. To operate a flight requiring an IFR flight plan, the PIC must be instrument qualified and current ([14 CFR 61.57\(c\)](#)), and obtain a flight release no earlier than 2 hours before the actual takeoff time.

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

9.11.3.4.8.2 The PIC must obtain a release from an SFRO for any IFR sortie when forecast conditions (including temporary conditions) for departure or arrival airports are lower than an 800-foot ceiling and/or 2 miles of visibility, but not below a 500-foot ceiling and/or 1 mile of visibility.

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

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

9.11.3.4.10. ICs or other incident staff officers on supervised missions may only release flights related to that mission at their FRO level of authority. Sorties with risk management scores requiring approval from a higher authority must still be referred to SFROs or higher authorities.

9.11.3.5. Real-time Risk Management. CAP Pilots must continue to apply RM and sound judgment throughout the execution phase of flight operations. To the maximum extent possible, the PIC shall execute the mission at the planned/briefed risk level – *accept no unnecessary risk*. When risk elevates above that approved in the flight release, the PIC shall take positive action to reduce the risk – *as low as reasonably possible*. If risk cannot be contained to the released level, a mission abort should be considered.

9.11.4. Electronic Flight Bag. Pilots substituting paper charts with an Electronic Flight Bag (EFB) system must meet the requirements of FAA AC 91-78 paragraph 6 and must have a secondary or backup source for the aeronautical information necessary for the flight. Pilots are responsible for ensuring they have attained the required proficiency for their device in any intended operations prior to use. Otherwise, they shall ensure appropriate instruction and cross-monitoring is provided during operations where proficiency is being attained. The PIC is responsible for approving the use of EFBs by all aircrew and shall ensure that any mounting devices used do not interfere with the operation of aircraft controls or equipment.

9.11.5. Preflight. CAP pilots should thoroughly review any pertinent aircraft maintenance records prior to flight to determine if the aircraft is airworthy. The PIC is responsible for documenting any additional discrepancies regarding the condition of the aircraft prior to flight. All aircraft damage found must be input into AMRAD.

9.11.6. Ground operations

9.11.6.1. Taxiing the Aircraft. Except for flight instruction or during CAP flight evaluations, only a qualified CAP Pilot or CAP Solo Pilot may taxi the aircraft. Orientation flights are not considered flight instruction.

9.11.6.2. Taxi Speed and Clearance:

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

9.11.6.2.2. Within 6 feet of any obstacle, pilots shall not taxi a CAP aircraft under its own power.

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

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

9.11.7. Takeoff and Landing

9.11.7.1. Seat Belts. In aircraft so equipped, all occupants must wear both seat belts and shoulder harnesses during takeoff and landing. All occupants shall wear seat belts and shoulder harnesses during all other phases of flight unless such wear interferes with crew member duties. Pilots operating aircraft will wear seat belts and shoulder harnesses at all times.

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

9.11.7.3. Except for flight instruction or during CAP flight evaluations, only a qualified CAP Pilot or CAP Solo Pilot may handle the controls below 1,000 feet above ground level (AGL). Orientation flights are not considered flight instruction.

9.11.7.4. Takeoff and Landing weather minimums: IFR

9.11.7.4.1. No earlier than 2 hours prior to the planned time of departure, crews must determine the lowest forecast weather conditions (including temporary conditions) for both time of departure and time of arrival for purposes of flight release (see paragraph 9.11.3.4.8). SFRO release will be required when forecasts are lower than an 800-foot ceiling and/or 2 miles of visibility. Additionally, Wing or higher Commander, Vice Commander or Director of Operations approval is required when forecast below 500-foot ceiling and/or 1 mile of visibility down to FAA minimums. Any IFR flight release that will be more than two hours old at takeoff will be considered void and the PIC must obtain a new flight release based on an updated weather briefing.

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

9.11.7.5. Wind and turbulence specific limitations. When determining crosswind, the gust component of surface wind must be taken into consideration.

9.11.7.5.1. Airplanes. CAP pilots shall treat the maximum demonstrated crosswind component as documented in the Aircraft Flight Manual or Pilot's Operating Handbook as a limitation. For airplanes without a published maximum demonstrated crosswind component, the limit shall be 15 knots.

9.11.7.5.1.1 Aircraft operations with surface winds greater than 30 knots in any

direction (including gusts) are not allowed unless approved first by an SFRO and then by the Wing Commander, Vice Commander, or Director of Operations (or higher command level). When combined with other risk factors from the sortie RAW, CAP/DO approval may be required.

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

9.11.7.5.1.3 Turbulence. CAP airplanes will not be flown when turbulence is forecast or reported severe or extreme in the area of operations or within 10nm of a thunderstorm.

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

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

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

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

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

9.11.7.7. Temperature extremes. Crews will use the temperature factors of the pre-flight risk assessment process to determine if operations in extreme heat or cold respectively are acceptable. Operations may require SFRO or higher approval depending on the score.

9.11.7.8. Special Issues at Military or Joint Use Fields

9.11.7.8.1. Do not land over any raised web barrier.

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

9.11.8. Minimum Altitudes - Terrain and Obstruction Avoidance for Airplanes

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

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

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

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

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

9.11.8.6. CAP Balloons are exempt from the requirements stated above for airplanes and are permitted to conduct tethered flight and contour flying.

9.11.9. Communications

9.11.9.1. Call signs – refer to paragraph 9.11.2.3.2.

9.11.9.2. Monitoring guard – if capable, maintain a listening watch on 121.5.

9.11.9.3. Extended Over-Water Operations. At any time that a CAP aircraft participating in extended over-water operations is beyond radio communication range of a land or sea-based agency capable of providing flight following, an airborne communications platform (high-bird) must be used to relay communications. See paragraph 9.11.10.

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

9.11.10. Extended Over-Water Operations

9.11.10.1. Scope. Extended over-water operation includes any flight outside normal gliding distance of land except for the purposes of flying a published segment of an instrument approach or departure, or as required to comply with ATC vectors when sequencing for arrival or departure (VFR or IFR).

9.11.10.2. Crew.

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

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

9.11.10.2.3. During instrument meteorological conditions (IMC) conditions, both front-seat crew members must be CAP qualified mission pilots and instrument qualified and current. The right-seat pilot need not be qualified in the specific aircraft. Pilots and other crew members must be water survival qualified.

9.11.10.3. Communications. See paragraph 9.11.9.3.

9.11.10.4. Distance. CAP flight operations are limited to within 50 nm of shore except for

special operational missions approved by the NOC.

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

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

9.11.11. Postflight.

9.11.11.1. Immediately after disembarking, CAP pilots shall conduct a thorough postflight inspection of their aircraft. Postflight shall be conducted using the checklist appropriate to the category of aircraft as provided in the CAPS 73-series. The PIC shall ensure that all discrepancies are reported and documented in AMRAD immediately after the flight. If there is any question regarding the airworthiness of the aircraft, the PIC shall ensure that the Aircraft Grounded Placard from the AIF is left on the pilot's seat prior to leaving the aircraft.

9.11.11.2. At the conclusion of each flight, the PIC must ensure that all sortie data, to include actual costs, are entered in WMIRS within 72 hours of sortie completion. See CAPR 173-3. Wings must make any necessary corrections to aircraft flying time totals in WMIRS for each month no later than the 20th of the following month. After making any correction, validate each aircraft's flying time using the Form 18 process.

10. Program Analysis and Improvement

10.1. Pilot Flight Evaluation. DOVs shall forward all reports of Form 5 failures, to include a scanned copy of the CAPF 70-5, to dov.F5fail@capnhq.gov as soon as practical after receipt. CAP/DOV shall collect this data; correlate it with other information sources; and produce a semi-annual FY report analyzing the organization's observed performance and providing recommendations for improvement.

10.2. Risk Management. At the conclusion of each FY, CAP/DOV will conduct an annual review of risk management plans and eRAW/eRelease data to ascertain: risk management process performance, risk tolerance, and risk assessment trends. This information will be used to support improvement of risk assessment policy, processes, training and tools.

MARK E. SMITH
Major General, CAP
Commander

Attachment 1 - COMPLIANCE ELEMENTS

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|-------------------|----|--|--|--|--|
| CI C-3 | 01 | <p>Has the wing published any supplements or operating instructions, or requested and been granted any waivers?</p> <p>a) Is the wing operating under any supplements or operating instructions and, if so, were they approved IAW with this regulation prior to implementation?</p> <p>b) Is the wing operating under any waiver and, if so, were they approved IAW with this regulation prior to implementation?</p> | <p>Compare the wing's published supplements/OIs or waivers to CAPR 70-1 with those documents posted to the CAP publications website.</p> <p>NOTE: If supplement is not marked correctly, see Tab D-4 question 1 discrepancy. All other discrepancies are documented under this question.</p> | <p>a) (Discrepancy): [xx] (C3 Question 1) Wing failed to obtain approval for its supplement or OI to CAPR 70-1 IAW CAPR 70-1 para 3.</p> <p>b) (Discrepancy): [xx] (C3 Question 1) Wing failed to obtain approval IAW CAPR 70-1 para 3 for a requested waiver prior to implementation.</p> | <p>a) Attach a copy of the approved supplement/OI or documentation confirming rescission to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>b) Attach a copy of the approved waiver or documentation confirming rescission to the discrepancy in the Discrepancy Tracking System (DTS).</p> |

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|-------------------|----|---|---|---|---|
| CI C-3 | 02 | <p>Are non-CAP passengers approved and documented?</p> <p>a) Were all non-CAP passengers approved?</p> <p>b) Was a CAPF 70-9 completed by each non-CAP passenger when required?</p> | <p>Review wing flight and mission records for those sorties that included non-CAP passengers.</p> <p>NOTE: When the CAPF 70-9 was not retained in mission records see Tab C-1 question 3. See regulation for exceptions to CAPF 70-9 requirement.</p> | <p>a) (Discrepancy): [xx] (C3 Question 2) Wing failed to ensure approval from appropriate authority was granted prior to flying non-CAP passengers IAW CAPR 70-1 para 9.8.2.</p> <p>b) (Discrepancy): [xx] (C3 Question 2) Wing failed to ensure non-CAP passengers other than Military/ National Guard/Federal employees or ROTC/JROTC cadets completed CAPF 70-9 prior to flight IAW CAPR 70-1 para 9.8.2.3</p> | <p>a) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>b) Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> |

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|--------------------------|----------|--|--|--|--|
| CI C-3 | 03 | Does the wing make necessary corrections to aircraft flying time totals each month in WMIRS? | View WMIRS aircraft utilization reporting status. NOTE: Check the Wing and Month, there should be a "YES" for each month due by the 20th of each month (look back at the current FY and the last complete FY). A blank or a red % means that the validation and/or correction have not been accomplished. | (Discrepancy): [xx] (C3 Question 3) Wing failed to validate/correct the aircraft utilization information in WMIRS IAW CAPR 70-1 para 9.11.11.2. NOTE: Use a sub-bullet to list all deficient months. | Complete the validation/correction and attach a screen shot of the corrected report to the discrepancy in the Discrepancy Tracking System (DTS). Attach a copy of the plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). |
| CI C-3 | 04 | Does the Wing have an effective process for validation and correction to ensure that all sortie data including actual costs are entered in WMIRS within 72 hours of completing a sortie? | Review WMIRS for missions that have closed more than 72 hours prior to ensure mission records contain all required data. | (Discrepancy): [xx] (C3 Question 4) Wing failed to ensure all sortie data is entered in WMIRS within 72 hours of completing a sortie IAW CAPR 70- 1 para 9.11.11.2? NOTE: see also CAPR 173-3 para 2.1. | Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS). |

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|-------------------|----|---|--|---|---|
| CI C-3 | 05 | <p>Are all flight releases accomplished using eFlight Release in WMIRS, and documented properly with the exception of authorized proof-of-concepts?</p> <p>a) When internet access is not available, are flights released using the CAPF 70-2, CAP Flight Release Checklist, or CAPF 70-2G, CAP Release Flight Checklist, Glider with the required details, and are releases then recorded in the WMIRS eFlight Release System within 24 hours?</p> | <p>Compare aircraft operational records with WMIRS sortie data including RM and eFlight Release records. Proof-of-concepts authorized under CAPR 70-1, para 9.11.3.1 are exempt from eRelease; however, paper releases for those sorties must be loaded in WMIRS Sortie Files.</p> | <p>(Discrepancy): [xx] (C3 Question 5) Wing failed to ensure all flights were flown with a proper flight release IAW CAPR 70-1 para 9.11.3.4.</p> <p>NOTE: Use a sub-bullet to list sorties which were not properly released, and why (e.g.: no record of release, not recorded within 24 hours, or paper release not filed in Sortie Files for authorized proof-of-concept).</p> | <p>Attach a plan of action, approved by Wing/CC, to prevent recurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> |
| CI C-3 | 06 | <p>Are flight privilege suspension procedures followed?</p> | <p>Review information provided by the wing prior to the inspection.</p> | <p>(Discrepancy): [xx] (C3 Question 6) Wing failed to ensure procedures for suspending a member's flight privileges were followed IAW CAPR 70-1 para 8.</p> | <p>Attach a plan of action, approved by Wing/CC, to prevent recurrence to the discrepancy in the Discrepancy Tracking System (DTS).</p> |

| Checklist and Tab | # | Compliance Question | How to Verify Compliance | Discrepancy Write-up | How to Clear Discrepancy |
|--------------------------|----------|---|--|---|--|
| CI C-3 | 07 | Does the wing ensure all eServices Ops Quals data is recorded properly? | <p>Review of mission participants from WMIRS compared with data in Ops Quals.</p> <p>NOTE: See regulation for documentation/data requirements.</p> <p>NOTE: May be sampled if uploaded, otherwise on site.</p> | <p>(Discrepancy): [xx] (C3 Question 7) Wing failed to ensure data for all wing pilots is entered, and documentation uploaded, into Ops Quals and validated by the Standardization and Evaluation (DOV) officer or another designated official in the pilot's chain of command IAW CAPR 70-1 para 9.6.1.</p> | <p>The wing will complete a review and validation (wing including all subordinate units) ensuring that Ops Quals matches source documentation.</p> <p>Attach a copy of documentation of the review and validation to the discrepancy in the Discrepancy Tracking System (DTS).</p> <p>Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.</p> |

Attachment 2 - GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**References.**

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

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

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

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

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

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

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

AFI 10-2701, Organization and Function of the Civil Air Patrol

CAP-USAFI 10-2701, Civil Air Patrol Operations and Training

CAPP 60-40, Cadet Orientation Flight Syllabus

CAPP 70-10, Aviators Code of Conduct

CAPP 70-11, Aircrew Code of Conduct

CAPP 70-12, Pilot Onboarding

CAPP 70-13, Guide to FAA Exemptions

CAPR 10-2, Files Maintenance and Records Disposition

CAPR 20-2, Complaints

CAPR 35-6, Operations Ratings, Awards and Badges

CAPR 36-2, Complaints under the Civil Air Patrol Nondiscrimination Policy

CAPM 39-1, CAP Uniform Manual

CAPR 39-2, Civil Air Patrol Membership

CAPR 60-1, Cadet Program Management

CAPR 60-2, Cadet Protection

CAPR 60-3, CAP Emergency Services Training and Operational Missions

CAPR 60-6, CAP Counterdrug Operations

CAPR 66-1, CAP Aircraft Maintenance Management

CAPR 160-1, Civil Air Patrol Safety Program

CAPR 160-2, Safety Reporting and Review

CAPR 173-3, Payment for Mission Support

CAPR 174-1, Property Management and Accountability
CAPR 900-5, Civil Air Patrol Insurance/Benefits Program
CAPS 71-1, Aircrew Training, Airplane
CAPS 71-2, Aircrew Training, Glider
CAPS 71-3, Aircrew Training, Balloon
CAPS 71-4, AFAM-approved Proficiency Flight Profiles
CAPS 71-5, Corporate-approved Proficiency Flight Profiles
CAPS 71-6, Aircrew Training, Cadet Wings
CAPS 71-7, Pilot Flight Clinics
CAPS 72-2, Mission Symbols
CAPS 72-3, Aircraft Checklists
CAPS 72-4, Aircraft Information File
CAPS 72-5, Aircrew Evaluation
CAPS 72-6, Aircrew Evaluation Criteria
CAPS 73-1, Operations Procedures, Airplane
CAPS 73-2, Operations Procedures, Glider
CAPS 73-3, Operations Procedures, Balloon

Forms Prescribed.

CAPF 70-1 – Preflight Risk Assessment Worksheet
CAPF 70-1G – Preflight Risk Assessment Worksheet, Glider
CAPF 70-2 – Flight Release Checklist
CAPF 70-2G – Flight Release Checklist, Glider
CAPF 70-5A – CAP Pilot Flight Evaluation, Airplane
CAPF 70-5B – CAP Pilot Flight Evaluation, Balloon
CAPF 70-5G – CAP Pilot Flight Evaluation, Glider
CAPF 70-5Q-A – Airplane Questionnaire
CAPF 70-5Q-B – Balloon Questionnaire
CAPF 70-5Q-G – Glider Questionnaire
CAPF 70-9 – Release (For Non-CAP Members)
CAPF 70-91 – CAP Mission Pilot Checkout
CAPF 71 – CAP Aircraft Inspection Checklist
CAPF 71G – CAP Aircraft Inspection Checklist, Glider

Acronyms.

ACS – Airman Certification Standards
AFAM – Air Force Assigned Mission
AGL – Above Ground Level
AIF – Aircraft Information File
ASI – FAA Aviation Safety Inspector
CAP – Civil Air Patrol
CAP/CC – National Headquarters Commander
CAP/DO – National Headquarters Director of Operations
CAP/DOV – National Headquarters Standardization and Evaluation Officer
CAPF – Civil Air Patrol Form
CAPM – Civil Air Patrol Manual
CAPR – Civil Air Patrol Regulation
CAPS – Civil Air Patrol Standard
CAP-USAF – Civil Air Patrol-United States Air Force
CAP-USAF/DO – CAP-USAF Director of Operations
CAP-USAF LR – CAP-USAF Liaison Region
CAP-USAF LR/CC – CAP-USAF Liaison Region Commander
CFR – Code of Federal Regulations
DO – Director of Operations
DOV – Standardization and Evaluation Officer
DPE – Designated Pilot Examiner
FBO – Fixed Base Operator
FRO – Flight Release Officer
HHA – Hold Harmless Agreement
IACE – International Air Cadet Exchange
IC – Incident Commander
IFR – Instrument Flight Rules
JROTC – Junior Reserve Officer Training Corps
MSL – Mean Sea Level
NCPSC – National Check Pilot Standardization Course
NHQ – National Headquarters Civil Air Patrol
nm – Nautical Miles

NOC – Civil Air Patrol National Operations Center

PIC – Pilot in Command

PTS – Practical Test Standards

RMP – Risk Management Plan

ROTC – Reserve Officer Training Corps

VFR – Visual Flight Rules

WMIRS - Web Mission Information Reporting System

Terms.

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

CAP Aircraft Definitions

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

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

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

CAP Aircrew Definitions

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

CAP Check Pilot – A CAP pilot who is qualified and authorized in accordance with this regulation to administer a Form 5 to CAP member pilots and to endorse the CAPF 70-5.

CAP Check Pilot Examiner – A CAP Check Pilot who is also authorized to endorse the CAPF 70-5 for a Check Pilot qualification.

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

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

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

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

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

CAP Solo Pilot – A CAP member who holds either a student pilot certificate or at least an FAA Private Pilot certificate in another category and/or class of aircraft, is endorsed by a CAP Instructor Pilot, and is authorized in accordance with this regulation to perform solo flights in CAP aircraft.

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

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

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

CAP Transport Mission Pilot – See CAPR 60-3.

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

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

Current – Denotes that the applicable requirements of 14 CFR 61.57 and/or 61.69 are met.

Current and Qualified – Denotes that that the applicable requirements of [14 CFR](#) (61.57 and 61.69) and all CAP qualification requirements defined in this regulation are met.

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

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

CAP Flight and Mission Definitions

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

Abbreviated – A CAP Pilot Flight Evaluation process used to add or update endorsements or aircraft models in the same category and class. There are no minimum requirements for flight time or landings. Completion of an abbreviated Form 5 does not change the expiration date for any pilot privileges.

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

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

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

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

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

Evaluation – See definition for Pilot Flight Evaluation.

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

Flight – See definition for sortie.

Flight Release Officer – See CAP Flight Release Officer.

Form 5 – A CAP pilot’s annual Pilot Flight Evaluation in a specific make and model of aircraft.

Form 91 – A CAP pilot’s check out flight for the CAP Mission Pilot emergency services specialty qualification.

Initial – First annual CAP Pilot Flight Evaluation in a specific make and model (see definition for Annual). An initial Form 5 in make/model is not synonymous with a members initial CAP flight evaluation, which may be subject to funding restrictions.

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

Mission Symbol – The alphanumeric code from CAPS 72-2, *Mission Symbols*, that is used on the flight release and other mission documentation to denote the type of mission assigned/authorized for a given CAP flight activity.

Pilot Flight Evaluation – The Abbreviated, Annual or Initial check out flight for a CAP pilot qualification, commonly referred to as a “Form 5.” (see definitions for Abbreviated, Annual, Initial, and Form 5).

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

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

- a) The engine, or in the case of multi-engine aircraft, any engine, is stopped, except:
 - i As required on a Form 5.
 - ii For a tow plane operating in a glider event.
- b) There is a crew change that enplanes or deplanes a crewmember.
- c) A glider comes to rest after landing.
- d) For hot air balloon operations, a sortie includes both tethered and untethered flight time.

Supervised Mission – A CAP flight activity that is under the direct control of an incident commander (IC) IAW CAPR 60-3, CAP Emergency Services Training and Operational Missions, or counterdrug mission director (CMD) IAW CAPR 60-6, CAP Counterdrug Operations.

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

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