



THE UNITED STATES AIR FORCE AUXILIARY
CIVIL AIR PATROL



1725 International Drive
Suite 101, RDU
Raleigh, NC 27623

Maj. Tim Tessin
Commander



NC Wing
Raleigh-Wake Composite Squadron
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Guide to becoming a CAP Pilot

Craig Winkleman, Maj, CAP

Don Williams, Capt, CAP

Allen Johnson, 1st LT, CAP

Richard D. Laviano, 1st LT, CAP

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Acknowledgments

This booklet was borne of the desire of members of the Raleigh-Wake Composite Squadron to help our newest members come up to speed as quickly as possible; become productive as members and most of all, start flying. As such, it was a team effort, combining what had gone before, what was current and some added explanation.

We are thankful to the many authors and those who volunteered to review it and would be thankful to you, the reader for any suggestions to make this a better and more effective booklet. Please feel free to contact and of the officers or authors with any suggestions.

Preface

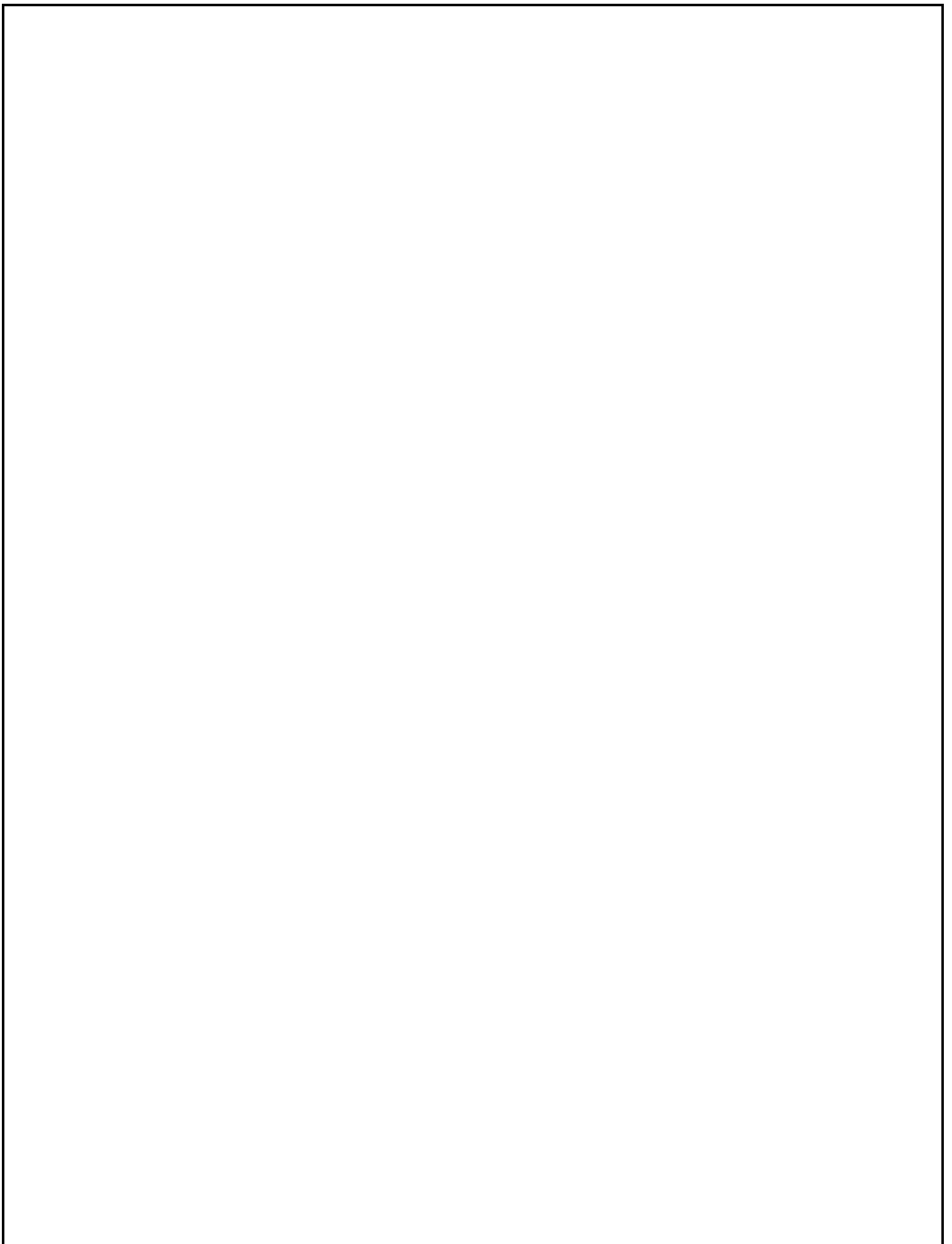
Welcome to the Civil Air Patrol, the Air Force Auxiliary

This guide is our attempt to lay out all the steps you will need to take to gain flight status as a CAP VFR/IFR Pilot and your first mission pilot status as Transport Mission Pilot. As a FAA licensed pilot, you've already done the hard stuff – getting your certificates. Now you'll need to qualify as a CAP Pilot. As with everything CAP does, safety comes first. This process is set up so that you can qualify as a pilot and also become familiar with the processes for flight that the CAP uses to maintain a complete focus upon safety and accountability.

Flight with CAP is a matter of mission. As such, there are processes and qualifications that must be met to ensure we are all up to grade and ready to fly safely. With these processes there are web sites, forms and procedures that you will need to become familiar with. Getting you familiar with them is the purpose of this guide. The first addition of this guide will be published in January of 2010. We will be focused on improving the guide from that point on; so make sure you have the current copy. You can download the current copy at the Raleigh/Wake Squadron Web Site <http://www.raleighwakecap.org/>

In order to summarize the contents of this guide, there is a step-by-step checklist at the end of the document. Any item on the checklist, which requires access to a web site, will have a hot link. In case any of them do not work; remember the first rule of a CAP Pilot – if it doesn't seem right – ASK !!! Someone will always be willing to help you.

Safe Flying !!!



Membership Process

If you're reading this booklet, you should have already filled out a CAP Application, completed the fingerprinting process and have paid your first year's dues. If you have not done so, please speak with the Squadron Commander and ask him for the Recruiting Officer. They will help you complete the process.

Approximately 2-4 weeks after you have completed this process, you will receive a new member's package along with a temporary membership card. At this point, your application is going through an FBI background check. When that is complete, you will receive a permanent membership card. Until then, there are a number of items of paperwork and qualification you can do, but you will not be able to fly or participate in any cadet activities. Once you receive the card, you will be in full on mode for qualification in CAP activities. Welcome aboard!!

General Information

There are a number for Web sites that you will use for you preparation. Before you can access these sites, you will need the Information Technology Officer to assign you an ID and Password. The current Information Technology Officer is listed in the contact list in the back of this document. ALL CONTACTS names and email addresses are included in the APPENDIX.

The following are the web sites that are used very often – get familiar with them by trying them and the links in them. You'll need to register for using each of them – on the web site.

National CAP Web Site

<http://www.capmembers.com/>

- eServices
- Operational Qualification records
- Personal Qual records
- FAA Qual records
- FAA Currency Tracking/Record

NC Wing Web Page

<https://www.ncwg.cap.gov/index.cfm>

- Electronic Records
- Aircraft Scheduling

Raleigh-Wake Squadron

<http://www.raleighwakecap.org/>

- Announcements
- Meeting Schedules
- Emergency Services Qualifications instructions
- News
- Latest version of this document

Qualifying for General Activities

Participation in the bi-monthly meetings for CAP Raleigh-Wake Squadron requires no qualification. However, just about any other activity requires qualification either through a filed form, or reading of regulations with associated validation/written exam.

The first step is called your Level 1 Qualification and requires a reading of the Cadet Protection Program material and test, your OPSEC reading and test and your General Emergency Services reading and exam. Please **see chart 1 in the appendix** for an illustration of the flow. The following is the page on the NATIONAL Web Site where all three steps can be done:

Error! Hyperlink reference not valid.

Lastly you will need to fill out a Form 100 (a Word document) in order to register your qualification at the NC Wing and National Wing. You will email this form to the Squadron Assistant Emergency Services(ES) Officer, listed in the Appendix. You can find this form at the National Web Site under Forms and Publications, the Forms:

Error! Hyperlink reference not valid.

After the ES Officer receives and processes your Level 1, you will be able to go to the National CAP Website, "My Operational Qualifications" on the left hand side , and PRINT YOUR FORM 101 card. YOU MUST CARRY THIS CARD whenever participating in a CAP Emergency Services Activity.

<https://www.ncwg.cap.gov/index.cfm?fuseaction=login.loginForm>

Congratulations !! At this point you will have completed Level 1 and are entitled to your Member Ribbon. Your squadron commander will be happy to provide your ribbon shown below



Your Uniform

It is not the intent of this booklet to review the uniform requirements except to say that when you fly for CAP, you must be in uniform. You can find the uniform requirements at the National Web Site.

Form 5 Pilot Qualification – ability to fly a CAP aircraft

The next step requires the preparation of your Form 5 “package”. The contents of this package are listed in Form 61 (found in the appendix). Once you have all the contents together, have Check Pilot or your mentor review it form completeness. Prior to scheduling your Form 5 Ride, it **MUST BE SIGNED BY THE UNIT OPERATIONS OFFICER**. It consists of a number of documents demonstrating your qualification. The list of what you will need to become a CAP Pilot and then Transport Mission Pilot are listed below:

1. Blank Form 5 (found on the National Web site under Forms F5)
2. FAA Pilot Certificate – Private pilot or more advanced
3. Current FAA Medical Certificate
4. Log book entry of current Bi-Annual Flight Review
5. Aircraft Questionnaire for the aircraft you wish to qualify in (this will be a blank form you should obtain from the NC Wing Website and fill out in front of the Check Pilot prior to your Form 5 check ride)
6. Proof of completion of the annual CAPF 5 written examination (to be explained below)
7. Proof of completion of the “Ground Handling Video”; . It can be found on the National Web Site. On the Left side of the National Web Site, click on CAP Pilots. In the **Training** section there is the link for this video/exam.
8. Signed Statement of Understanding (can be found on the National Web Site, under “CAP Pilots” / Stan/Eval/Flight Ops”)
9. Signed copy of your last completed page of your pilot log book.
10. Any required waivers with signatures
11. Letters from Flight Evaluation Boards and any adverse actions.

In order to complete your package, you will have to read and become familiar with CAPR 60-1 found on the National Web Site under “Forms and Publications” / “Indexes, Regulations and Manuals”. Print it and read it.

Following your becoming familiar with the regulations regarding Flight Management for CAP, you’ll need to complete an exam. This exam will have to be completed annually. It can be found on the National Web Site. On the Left side of the National Web Site, click on CAP Pilots. The page presented will have a section called “Training”. Click on “Exams” and choose the **CAPF 5 Powered Pilot exam**.

After you complete the exam, **print the certificate** for inclusion in your Form 5 “package.” Please remember that this certification is only valid for 60 days – you must take your Form 5 check ride prior to that expiration or you’ll have to retake the exam.

While you’re at this web site, go back to the Training Section and watch the **“Ground Handling” video and take the quiz**. Print the certificate for inclusion in your package. Lastly, before you leave this site, print a couple of copies of the **“Airplane Questionnaire”** to bring to the check ride.

Ensure that the rest of the items on the checklist are included in your “package”

After this package is prepared and signed off by the Operation Officer it's time to prepare for the Form 5 Check ride. You should think of this check ride as you would an FAA check ride. It may have been a while since your last ride, so schedule time with the check pilot to understand what they will expect and review the Form 5 Check Ride Form; found on the National Web Site under forms.

There are a number of Check Pilots in the Squadron; the Operations Officer can let you know who they are. The official list of pilots is also on the www.ncwg.cap.gov website. From the home page, click on the "Paperless Wing" on the far right column. You'll need your id/password. After you log in, the page presented will have an area called "Operations/StanEval Information." Click on "Current Authorized (PIC on A&B Missions) pilot list.

Once you have scheduled your Form 5 ride, the **Check Pilot will schedule the aircraft** and request a flight release. You'll learn how to do this yourself later in this booklet.

You will not have access to the ramp/aircraft yet; you'll be getting a badge/security clearance once you complete your ride – another form to fill out and we'll cover it later in this booklet.

Here's what you need for your ride:

1. Completed / signed Form 5 package
2. Blank Airplane Questionnaire(s)
3. Uniform (grey pants, black shoes, CAP Golf Shirt)
4. Driver's License
5. FAA Pilot License
6. FAA Medical
7. CAP Membership Card (NOT Temporary)
8. Personal flight bag with all charts, airport diagrams, headset, etc.
9. IFR Hood if this is an IFR ride

After your check ride is complete, turn in your complete package – including the Form 5 completed / Signed by the check pilot AND SIGNED by you – to the Operations Officer. He will do the necessary approvals for your qualification in the web databases.

However, you're not done yet. The following steps are activities that you will need to be familiar with on an ongoing basis.

- Obtaining / Renewing your Ramp Badge for access to the aircraft
- Obtain the combination lock code for the aircraft you will use from the Aircraft Maintenance Officer or Assistant Logistics Officer
- Scheduling aircraft on the NC Wing Website
- Scheduling your flights on the Web Mission Information Reporting System database (WMIRS)
- Obtaining your flight release
- Paperwork / Logs for the flight
- Payment for aircraft and fuel
- Closing out your flight on WIMRS

Obtaining a Ramp Badge

In order to access the CAP aircraft, you'll need an RDU Airport Authority (RDU AA) Issued Badge.

Any of the Logistics Officers can assist in preparing the forms from RDU AA. They must be signed by the Squadron Commander. Following that you will need to provide copies of identification (Drivers License and Social Security Card OR just your VALID passport. You'll need to make copies AND BRING them to the RDU AA Badge office on the RDU property.

It will take approximately 2 weeks to get your background done by RDU AA. You should call them and check on the status after 1 week. There is no charge for the badge but you will have to pick it up yourself and at that time they will take your picture for the badge.

Logging your Operational Qualifications

Each time you qualify, you will need to log that qualification in the Ops/Quals Database. This will notify Wing and National of your capability and in many cases, will result in your Form 101 to be reissued indicating your new qual. YOU MUST CARRY your Form 101 with you during all CAP Activities.

Go to the National CAP Web Site <http://www.capnhq.gov>. Click on eServices. It will bring you to a page with a list of web pages on the left side. Click on the link [My Operations Qualifications/National Reports](#). On the left side, there is a box with "What do I need" – click on it and a new page will have a drop down box "select...". Click on it.

Then Click on CAP VFR Pilot. A new page will show up with required activities on the left. Click on the ones that are appropriate and fill in the data required. If your Form 5 Ride covered other quals such as CAP IFR Pilot, you will need to enter data for those also.

Lastly, if you have more than 200 Hrs PIC , 50 hrs Cross Country and have completed IS100 and IS700 training and exams; you also qualify as a Transport Mission Pilot. Fill out the requirements quals for Transport Mission Pilot (TMP) also. Ensure that the Personnel Officer knows you have completed these quals so that they can be validated by the Squadron/Wing as appropriate.

Once you receive your new Form 101 – Congratulations – you are a CAP Pilot !!

Scheduling Aircraft

CAP Aircraft are constantly changing at RDU. Aircraft are rotated through the squadrons to balance the wear on the aircraft. The more we fly – the more aircraft we will get and the better the equipment.

Go to <http://www.ncwg.cap.gov> , the wing site, on the right side bar, click on Paperless wing. Sign in and it will take you to the Paperless wing page. About half way down the left side – you will find "Aircraft Scheduling"; on the top center of the page – click on "Schedule Aircraft". Follow the

instructions and schedule your aircraft. ALL TIMES ARE IN UTC; please log it appropriately. Submit the request. After it is complete – go back to the Scheduling calendar and ensure your reservation is indicated.

Obtain the combination lock code

Obtain the combination lock code for the aircraft you will use from the Aircraft Maintenance Officer or Assistant Logistics Officer

Scheduling your mission/flight

Each flight in the CAP requires approval and tracking. The WIMRS database is used for this purpose. It is electronic and automated. However, you must ensure that you completely fill out the database in a timely fashion – when you don't – the automation takes over and people are making phone calls and in the extreme circumstances, preparing Search and Rescue Operations.

There are three(3) main steps in using WIMRS:

1. Flight / Sortie request
2. Flight Release
3. Flight closure

Sortie Request

Go to the National Web page, eServices page; you should know the address by now.

On the Left Side Bar – click on WIMRS instructions. Read it and familiarize your self with the Mission Symbols.

Go back to the WIMRS main page – click on “Add Sortie” bottom left (scroll all the way down) you will find the link to WIMRS. Fill out the necessary boxes and submit your request. Ensure that you PICK A FLIGHT RELEASE OFFICER(s) and know their contact information. The systems will let them know you have a sortie request, but you must call them to obtain the flight release. Contact information for Flight Release Officers

If your request “took” it will show up in the spreadsheet like web page that shows up next. If not, read the messages that pop up to determine what you need to change.

Flight Release

Prior to pre-fighting the aircraft, you must obtain a flight release from a Flight Release Officer. Flight release officers are listed in the WMIRS drop down and their contact information is on the Wing Website – Paperless Wing page under [“Flight Release Officers \(MIMS Data\)”](#)

When you call the flight release officer (FRO), he/she will ask you the following and upon confirmation – release you for your flight.

- Are you in uniform
- Who else is on board with you and are they in uniform
- Have you filed a flight plan
- Do you have your
 - CAP id
 - FAA Pilot's Lic
 - FAA Medical
- Will step you through IMSAFE
- Issue your release

At the aircraft

- Execute normal preflight
- Fill out the Aircraft logs including Hobbs and Tach time, Mission Symbol
- Fly

Once you are on the ground

- Taxi to the FBO
- Fuel the aircraft
- Record the fuel and cost; purchase any oil required – make sure there is oil in the aircraft
- Return the aircraft to the assigned ramp spot
- RECORD your Tach and Hobbs in the Aircraft log
- **RECORD BOTH IN AND OUT TIME to record in WIMRS**
- **Leave a check for the required amount in the Zippered pocket**

Closing out your flight with the FRO

When you are safely on the ground, please call your flight release officer and close out your flight. But – you are not done yet.

Close out your flight on WIMRS

WITHIN 2 Hours, please gain access to the internet and close out your flight plan in WIMRS by entering the required information; tach and hobbs.

Summary

Congratulations - You're now a CAP Pilot and hopefully have the tools to continue your endeavor to serve in the CAP.

In the Appendix are the reference materials, flow charts and contact lists. We will attempt to keep them as up to date as possible. But remember – when in doubt ask – we're all here to help.

Appendix

CIVIL AIR PATROL PILOT RECORD

North Carolina Wing

PILOT RECORDS CHECKLIST (Pilot should present this completed form and all applicable information at beginning of *each* checkride)

Ref: CAPR 60-1: 2-8.

Pilot Name: _____

Date: 27 AUG 2009

CAP Serial No: _____

Unit: MER-NC-048 _____

Phone No: (H) _____ (W) _____

E-Mail: _____

Item	Yes	No	N/A	Expires
A. Copy of the FAA pilot certificate				
B. Copy of current FAA CFI certificate if appropriate				
C. Copy of the current FAA medical certificate				
D. Documentation of current biennial flight review (copy of log book entry)				
E. Copies of all CAP Forms 5 establishing aircraft qualification or currency				
F. A current copy of each completed aircraft questionnaire:				
C-172P				
C-172S				
Documentation of differences training (fuel injected vs non-fuel injected)				
C-182RG				
C-182				
G. Proof of annual CAPF 5 written examination completion				
H. Copy of most current CAPF 91, CAP Mission Pilot Checkout				
I. Statement of Understanding				
J. Copy CAPF 2a (both sides including REMARKS section) for designation				
(1) Cadet Orientation Pilot				
(2) AFROTC Cadet Orientation Pilot				
(3) Instructor Pilot				
(4) National Check Pilot				
(5) Mission Check Pilot				
K. Signed copy of log book page with PIC SEL time totaled				
L. Copy of letter or certificate indicating successful completion of the National Check Pilot Standardization Course				
M. TSA Training Certificate (CFI's ONLY)				
N. Any required waivers with signatures				
O. Letters from Flight Evaluation Boards and any adverse actions (if applicable)				
P. Optional Items: Copies of:				
(1) CAP Membership Card				
(2) CAP 101 Card				
(3) FAA Wings Certificates (if any)				

1. This record must be placed in the pilot record file.
2. This record must be updated anytime there is a change to the pilot records.
3. This record must be verified and signed by the Unit Operations Officer.

Unit Operations Officer _____ / _____

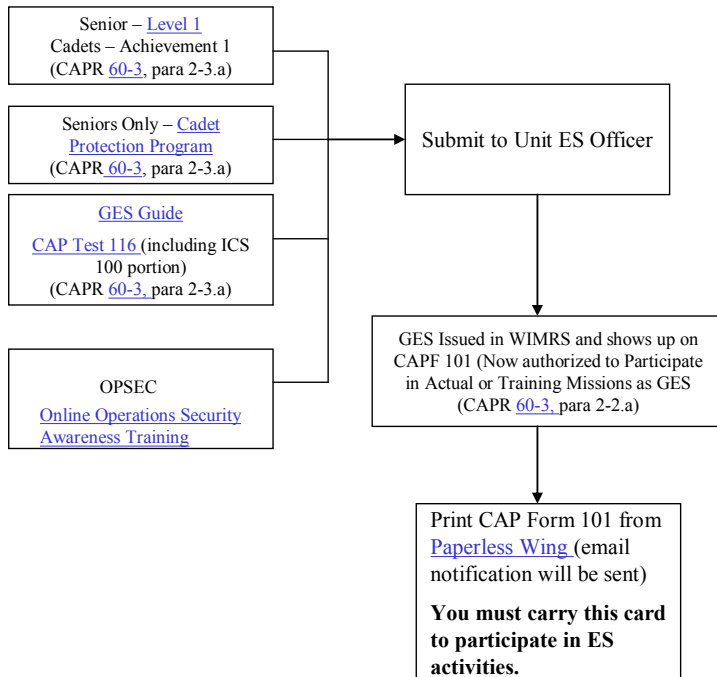
Signature is Mandatory

Print Name

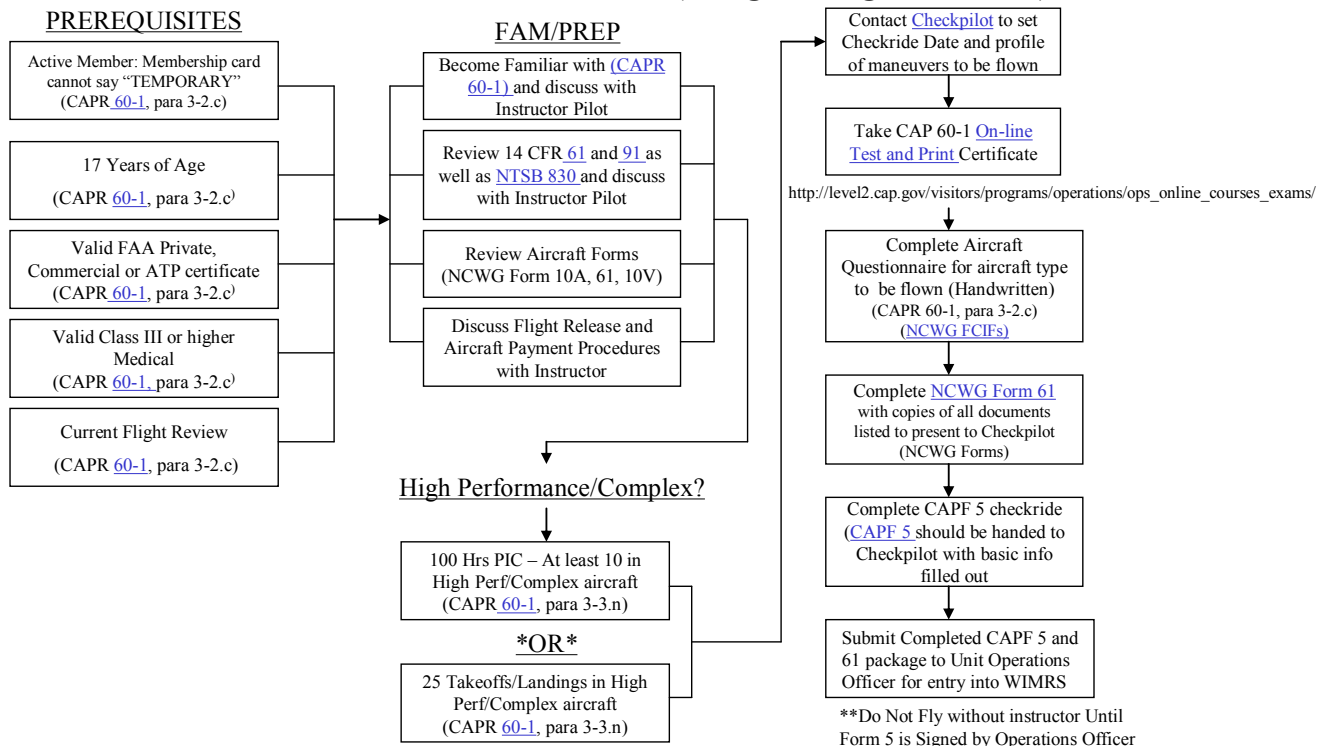
NCWG Form 61, revised 15-Nov, 2005 – Previous Editions are Obsolete

GENERAL EMERGENCY SERVICES (GES)

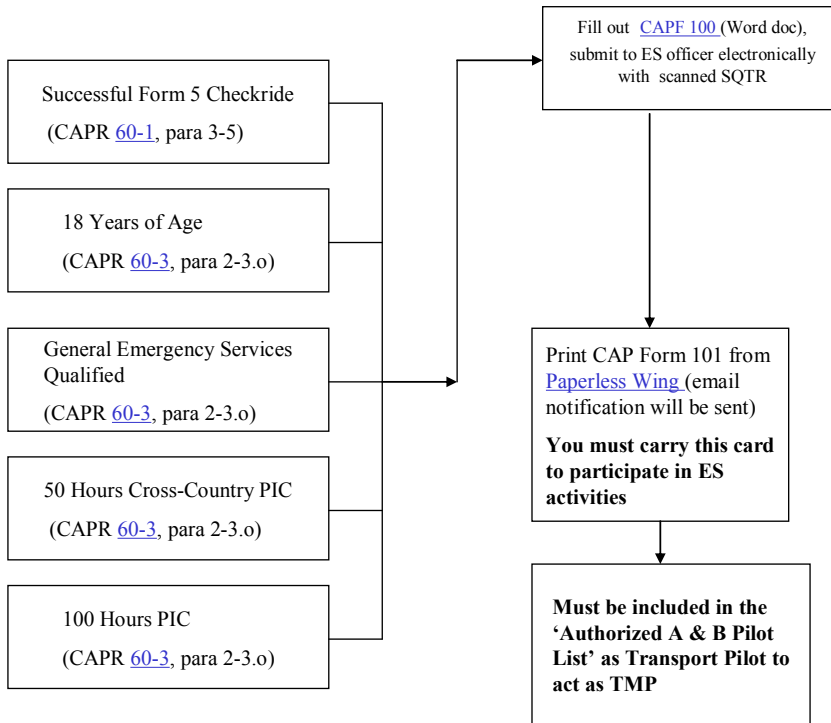
PREREQUISITES



CAP FORM 5 PILOT (Single Engine Land)



TRANSPORT MISSION PILOT (TMP)



Contact List

Authors

- Rich Laviano - rlaviano@nc.rr.com
- Allen Johnson - allenjcap@gmail.com
- Craig Winkleman - capav8r@gmail.com
- Don Williams - donwilliams@ieee.org

Raleigh Wake Recruiting Officer

- Don Williams, Capt, CAP
- eMail address - donwilliams@ieee.org

Information Technology Officer

- Alberto (Al) Griffa, 1lt CAP
- eMail address – agriffa.cap@gmail.com

Assistant Emergency Services Officer

- Allen Johnson, Capt CAP
- Email - allenjcap@gmail.com

Operation Officer

- Robert (Shawn) McComas
- eMail address - capfly1@gmail.com