HOW TO BECOME A CAP PILOT

AFTER you, a new member pilot, have completed Level 1 and CPPT, have a CAP ID card and a CAP approved flying uniform, the following steps should be taken to become qualified as a CAP pilot:

1. Obtain a current copy of CAPR 60-1. Study it and become very familiar with it.
(CAPR 60-1 can be downloaded from the NHQ web site or the Kentucky Wing Forms and Publications page. (You will be expected to have a copy of CAPR 60-1 and any KYWG Supplement or Policies with you on the day of your check ride.) If you do not have Adobe Acrobat Reader, download it and install it on your computer. You will need this to read and print CAPR 60-1. Take the online Form 5 written test at the CAP National web site and print out a completion certificate. **(Also download a copy of any Kentucky Wing Supplements or Policies to CAPR 60-1 from the Wing Ops web site and become familiar with them. In addition, you will need a Form 5 and a current Kentucky Wing Form 11 (Pilot Data Summary). These are available on the Kentucky Wing Flight Check Administration page.**

2. Be intimately familiar with the aircraft (C-172, C-182, MXT, etc) that you will use for the check ride. This includes systems, emergency procedures, weight & balance, flight release, etc. Also, familiarize yourself with the CAP Aircraft Information File that is kept in the plane. CAP corporate planes are used for 99% of our flying.

3. The minimum level of proficiency acceptable is that contained in the current FAA Pilot Practical Test Standards for the certificate being exercised. If necessary, put in enough flight time with a CFI until you become proficient in ALL of the requirements of the PTS. (There may be some of the tasks that a pilot hasn't done for a while and is probably rusty on. If you are not familiar with what the PTS requires, a copy may be purchased from any pilot shop for about $5.00 or downloaded from the FAA web site.

4. Follow the procedures listed in CAPR 60-1, Attachment 5, Paragraph 1(all), 2a and the Kentucky Wing Supplement and/or Policies to CAPR 60-1, PRIOR to scheduling the check ride.

ADDITIONAL STEPS FOR PROSPECTIVE CADET ORIENTATION PILOTS

1. Obtain a current copy of CAP Pamphlet 52-7 (Cadet Orientation Flight Syllabus) and become very familiar with it. You will be quizzed on it during your check ride. This can be obtained from the CAP Bookstore or online from the National web site. Orientation Flights are a learning experience for the Cadets, NOT just boring holes in the sky.

2. Take the online Cadet Orientation Pilot test on the NHQ web site and print out a completion certificate. Give this to the Check Pilot on the day of your ride.

3. Advise your check pilot when you schedule with him or her that you would like to become an O-ride pilot. They will then tailor your ride accordingly. Along with a **high level of proficiency**, we are also looking for knowledge of the Cadet Flight Syllabus and smoothness in your control of the aircraft. Many Cadets are flying for the first time and it MUST be a positive experience for them.

4. When you have successfully completed your Form 5 check ride and the Check Pilot has certified you to fly Cadet O-rides, obtain and fill out a current Kentucky Wing Form 11. This form goes to your Unit Commander and then to Kentucky Wing.
IMPORTANT: also send copies of the items listed on the bottom of the KYWG Form 11. Obsolete forms or incomplete submissions WILL NOT be processed.

5. CAP Check Pilots and Instructor Pilots can and will assist you during your preparation for the check ride. Keep in mind, that on the day of the ride, your Check Pilot is there ONLY to evaluate, NOT to instruct. Review the FAA PTS in advance, be prepared and proficient on the day of your ride and all should do well.

CAP FORM 5 CHECKLIST

PERSONAL EQUIPMENT

1. Wear an appropriate CAP flight uniform from CAPM 39-1
2. View-Limiting Device.
3. Current Aeronautical Charts.
4. Computer and Plotter.
5. Flight Plan Form.
6. Flight Logs.
7. Current AIM, Airport Facilities Directory.
8. Current personal copy of CAP Regulation 60-1.
9. Current copy of the Cadet Orientation Flight Syllabus CAPP 52-7 (optional for cadet O-Ride applicants).

PERSONAL RECORDS

1. Valid Identification – Photo/Signature ID and current CAP ID Card.
2. Valid FAA pilot certificate and current FAA medical certificate.
3. A CAPF 5 with completed identifying information.
4. Completed and graded CAPF 5 written examination, online graduation certificate.
5. Pilot Logbook or equivalent, with appropriate Flight Review endorsements and proof of passenger carrying currency.
6. For an annual standardization flight evaluation, complete an airplane questionnaire for **ALL** aircraft the CAP pilot is authorized to fly. Other evaluations require a completed aircraft questionnaire for the aircraft used during the flight evaluation.
7. Statement of understanding, if not already on file.
8. A completed KYWG Form 11 (Pilot Data Summary)
9. Obtain the flight release information for the flight check, from an authorized flight release officer.

Once the check pilot indicates the flight check is begun, a completed CAPF 5 is required.

HEADQUARTERS
CIVIL AIR PATROL KENTUCKY WING
UNITED STATES AIR FORCE AUXILIARY
P.O. BOX 4665
FRANKFORT KY 40604-4665

TEL: 502-564-0660
FAX: 502-564-0662

Date: _____/_____/_____ Unit # GLR-KY-_____

Pilot's Name: _____
Address: _____
City: _____ State: _____Zip: _____
Home Phone: _____ Work Phone: _____
Fax: _____ Cell/Pager: _____ E-Mail: _____

MEMORANDUM TO: HEADQUARTERS KENTUCKY WING / DOV

FROM: UNIT CC

1. Request_____ Grade_____ CAPID#_____ be authorized as a:

____ Cadet Orientation Pilot (200 PIC, CAT & CLASS) _____ Flight Release Officer

____ AFROTC Pilot (300 PIC, CAT & CLASS)

____ Instructor Pilot

a. All flights will be conducted in aircraft group(s)_____as designated in CAPR 60-1,Table 3-1.

b. The above named individual understands that he/she must remain current as a qualified pilot per FARs, CAPR 60-1and all applicable Kentucky Wing Supplements.

c. I do hereby certify that I have personally verified that the above listed individual meets the requirements of FARs and CAPR 60-1.

_____ _____
Requesting Unit Commander Date

_____ _____
KYWG DOV/DO Date

Approved ( ) Disapproved ( )

The following documents are required to accompany this document: One copy of current CAP Form 5 and / or 91, one copy of pilot certificate(s) and current medical certificate. Pilots will also submit paperwork required by CAPR 60-1 and applicable Kentucky Wing Supplements. Members requesting authorizations for flight release officer will fill out form 11 and submit copy of proof of completion of FRO course.

FAX documents to KYWG/DOV at 502-254-7016

PILOT DATA SUMMARY (PDS)

Flight Review / Medical Information:
(Complete this section, as necessary)

Last Flight Review (FAR61.56) Date: ___/___/___ Medical Class: 1 2 3 Date of Medical: ___/___/___

Age: _____ DOB: ___/___/___

FAA CERTIFICATES:
(Complete this section, as necessary, for the addition of CAP Pilot Authorizations)

___Private	___Commercial	___Air Transport
___CFI	___CFII	___CFI Glider

FLYING HOURS:
(Always complete this section)

Single Engine Land TOTAL PIC _____

(Complete this section, as necessary, for the addition of CAP Pilot Authorizations)

	PIC		NUMBER
Single Engine (tricycle, fixed gear)	_____		
Single Engine (tail wheel)	_____	Takeoffs and landings	_____
Single Engine (retractable)	_____	Takeoffs and landings	_____
Cross Country	_____		
High Performance (ASEL)	_____	Takeoffs and landings	_____
C-182 / Pilot In Command	_____	Takeoffs and landings	_____
Glider PIC:	_____		
Glider Flights as PIC:		_____	
Glider Flights (past 12 months) as PIC of a glider:		_____	

IN THE EVENT OF AN ACCIDENT OR EMERGENCY, NOTIFY:
(Always complete this section)

Name (last, first): _____ Relationship: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____
Pager/Cell: _____

PILOT / LOG BOOK VERIFICATION

(Complete this section, as necessary, for the addition of CAP Pilot Authorizations)

I certify that the entries on this form are true.

Pilot Name_____

Signature_____

Date: _____/_____/_____

Kentucky Wing Form 11, 1 DEC 2004 (Previous editions may NOT be used)

CAP PILOT FLIGHT EVALUATION DATE OF CHECK:

MEMBER'S NAME (print or type)	CAPID and Expiration Date	CHARTER NO.	AIRCRAFT MAKE & MODEL

ADDITIONAL CAP ENDORSEMENTS (Evaluator initials [typed/printed] blanks)	FLIGHT TIME (or # of Glider Flights)	AIRCRAFT CATEGORY&CLASS
___ Instrument ___ Cadet Orientation ___ Instructor ___ Night Flight ___ Check Pilot ___ Mountain Flight	OTHER CAP ENDORSEMENTS (list)	

I. ORAL DISCUSSION		**VIII. INSTRUMENT REFERENCE MANEUVERS**	
A. Annual Online Written Exam		A. Straight & Level Flight	
B. Review CAPR 60-1 & Supplements		B. Constant Airspeed Climbs	
C. Review Flight Release Procedures		C. Constant Airspeed Descents	
D. Review CAPF 9 Requirements		D. Turns To A Heading	
E. Local Procedures		E. Recovery from Unusual Flight Attitudes	
II. PREFLIGHT PREPARATION		F. Radio Nav & Radar Services	
A. Certificates & Documents		**IX. INSTRUMENT FLIGHT PROCEDURES**	
B. Obtaining Weather Information		A. Ground Prep (WX, AC systems, Flt Plan)	
C. Determine Weight & Balance		B. ATC Clearance and Traffic Procedures	
D. Determine Takeoff Performance		C. Holding Procedures	
E. Determine Cruise Performance		D. Partial Panel Unusual Attitude Recovery	
F. Determine Landing Performance		E. Intercept & Tracking of Courses	
G. Cross-country Flight Planning		F. Instrument Approach Procedures	
H. Aircraft Systems		(a) Precision Approach	
I. Aeromedical Factors		(b) Non-Precision Approach	
III. GROUND OPERATIONS		(c) Partial Panel Approach	
A. Visual Inspection		(d) Circling & Missed Approach	
B. Starting Engines		**X. GROUND REFERENCE MANEUVERS**	
C. Taxiing		A. Rectangular Course	
D. Use of Checklist (mandatory)		B. S – Turns	
E. Passenger Briefing		C. Turns Around A Point	
F. Sterile Cockpit Procedures		**XI. NIGHT FLIGHT OPERATIONS**	
G. Post-flight Procedures		A. Physiological aspects of night flying	
IV. AIRPORT & TRAFFIC PATTERN OPS		B. Preparation & Personal Equipment	
A. Radio Comm & ATC Light Signals		C. Aircraft & Airport Lighting	
B. Surface and Traffic Pattern Operations		D. Night Orientation and Navigation	
C. Airport & Runway Markings & Lighting		**XII. EMERGENCY PROCEDURES**	
V. TAKEOFF & CLIMBS		A. Emergency Approach & Landing (sim)	
A. Normal Takeoff & Climb		B. System & Equipment Malfunction	
B. Crosswind Takeoff & Climb		C. POH Bold Face Knowledge	
C. Short-field Takeoff & Climb		D. Emergency Descent	
D. Soft-field Takeoff & Climb		**XIII. APPROACHES & LANDINGS**	
VI. CROSS-COUNTRY FLYING		A. Normal Approaches and Landings	
A. Pilotage & Dead Reckoning		B. Crosswind Approaches and Landings	
B. Radio Navigation		C. Forward Slips to Landing	
C. Diversion		D. Go-around	
D. Lost Procedures		E. Short-field Approach & Landing	
VII. MANEUVERS		F. Soft-field Approach & Landing	
A. Power-Off Stalls		**XIV. SAFETY AWARENESS**	
B. Power-On Stalls		A. Clearing Turns and Collision Avoidance	
C. Maneuvering During Slow Flight		B. Vigilance, Risk Management & Judgment	
D. Steep Turns		C. Fuel Management	
		D. Use of Crew Resource Management	

Continue on Next Page

XV. GLIDER PROCEDURES		D. Airspeeds-to-fly, including minimum sink	
A. Assembly and Ground Handling		E. Thermal Soaring	
B. Aerotow Launch Procedures		F. Ridge and Slope Soaring	
(a) Visual Signals		G. Wave Soaring	
(b) Normal & Crosswind Takeoffs		H. Downwind landing	
(c) Maintaining Tow Position		I. Simulated Off-airport Landings	
(d) Boxing the Wake		**XVI. MULTI-ENGINE PROCEDURES**	
(e) Slack Line and Tow Release Procedure		A. Engine Failure During T.O. Below VMC	
(f) Aerotow Abnormal Occurrences		B. Engine Failure After Liftoff	
(g) Rope break above 200ft AGL		C. Maneuvering wt One Engine Inoperative	
C. Ground Launch (Auto or Winch)		D. Approach & Landing with One Engine	
(a) Visual Signals		E. VMC Demonstration	
(b) Normal & Crosswind Takeoffs		F. Instrument Maneuvers wt One Engine Out	
(c) Ground Launch Abnormal Occurrences		G. Instrument Approach wt One Engine Out	

REVIEW OF CERTIFICATES AND DOCUMENTS (VERIFIED BY CHECK PILOT)

FAA Pilot Cert No.	CFI Cert No.	CFI Exp Date
Class Medical	Medical Issue Date	Flight Review Date

I certify that I have read and understand all applicable FAA, CAP, and state regulations pertaining to flying subject aircraft. I acknowledge any restrictions or training requirements stated on this CAPF 5. I also understand that maintaining currency, recurring requirements, and compliance with applicable directives is my personal responsibility.

Date	Member's Name & Grade (print or type)	Member's Signature

I certify that I have administered a CAP flight check as indicated and that the above named CAP member has demonstrated the proficiency required to fly the indicated aircraft. The member also successfully completed the following makes and models of aircraft questionnaire:

Date	Evaluator's Name & Grade (print or type)	Evaluator's Signature

CAP check pilot approval (if a non-CAP check pilot evaluated the flight)

Date	Name & Grade (print or type)	Signature

COMMENTS:

AIRPLANE QUESTIONNAIRE

Name_____ Grade_____ CAPSN_____ Unit_____ Date_____
Check Pilot_____ Grade_____ CAPSN_____ Score_____ Type/Model Acft_____

Complete this open book questionnaire using the *Flight Manual/Pilot's Operating Handbook*. If a question or part of a question is not applicable, write in NA. The check pilot will review and grade the questionnaire. Minimum passing score is 80%. The completed questionnaire will be filed in the pilot's flight records.

1. Approved fuel grades and colors are:_____
2. Location/capacity of each fuel tank is:_____
3. Total usable fuel under all flight conditions is _____ gallons.
4. Endurance at 75% power, 7,500-foot MSL, with a 45-minute reserve is _____ hours.
5. What make and grade oil is used? Winter _____ Summer_____
6. Oil capacity is _____ quarts. Minimum oil quantity for takeoff is _____ quarts.
7. Minimum oil pressure is _____ psi. Maximum oil pressure is _____ psi.
8. Maximum oil temperature is _____ degrees (F or C) _____
9. Magnetos are checked at _____ RPM. RPM drop should not exceed _____ RPM on either magneto or _____ RPM differential between magnetos.
10. Maximum RPM and MP for takeoff are _____ and _____ in/Hg.
11. Maximum gross takeoff weight is _____ pounds. Empty weight is _____ pounds. Useful load is _____ pounds. Maximum landing weight is _____ pounds.
12. Baggage compartment locations/weights are: _____
13. Give the IAS at maximum gross weight for:
    a. Va (maneuvering speed) _____
    b. Vso (stall, landing config, power off) _____
    c. Vs1 (stall, cruise config, power off) _____
    d. Vy (best rate of climb, sea level) _____
    e. Vx (best angle of climb, sea level) _____
    f. Vmc (minimum control speed - multi-engine only) _____
    g. Best glide speed _____
14. Give the immediate action/memory items for:
    a. Engine failure immediately after takeoff: _____
    b. Fire during cranking and engine fails to start:_____
    c. Engine fire in flight:_____
    d. Electrical fire in flight:_____
15. Normal takeoff flap setting is _____, short field takeoff setting is _____, and soft field takeoff flap setting is _____.
16. Maximum demonstrated takeoff/landing crosswind component is _____ knots.
17. Given: PA = 4,000 feet; Temp = 86^{o} F; Runway 27; Wind 320^{o} at 14 knots; runway is paved, level, and dry; aircraft is at maximum takeoff weight.
    Find: Total takeoff distance to clear a 50-foot obstacle _____.
18. Given: PA = 6,000 feet; Temp = 68^{o} F; wind calm; runway is paved, level, and dry; aircraft is at maximum landing weight.
    Find: Total landing distance to clear a 50-foot obstacle _____.
19. Landing runway 22; wind 190^{o} at 22 gusting to 30 knots. Will the maximum demonstrated crosswind component for this aircraft be exceeded? _____

INSTRUCTION PAGE FOR CAP PILOT FLIGHT EVALUATION

These instructions specify how to fill out the CAPF 5. CAPR 60-1 requires specific actions and steps to be taken for the successful completion of a CAPF 5 flight check.

All items for the appropriate type check must be completed indicating S – Satisfactory, U – Unsatisfactory or V – Verbally briefed. Items or maneuvers not applicable to certain checks (such as power maneuvers for gliders) are marked as N/A. If a member can satisfactorily perform the more complex maneuvers, less complex maneuvers need not be accomplished at the discretion of the check pilot. Pilots are evaluated on their ability to satisfactorily perform the tasks assigned, knowledge of procedures, smoothness, judgment and mastery of the aircraft. Failure to meet the standards of performance for any task performed will result in an unsatisfactory evaluation.

Acceptable performance standards are contained in the current FAA Practical Test Standards (PTS) book for the certificate being exercised. Instructor pilots will be expected to meet the standards outlined in the appropriate FAA Flight Instructor PTS.

Instructions for specific parts of the CAPF 5 are as follows:

Additional CAP Endorsements – More than one may be initialed by the check pilot. Night flight, Mountain flight and other endorsements may be required by applicable wing or region supplements to CAPR 60-1.

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

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

IX. Instrument Flight Procedures – Minimum completion standards for this section include at least one partial panel unusual attitude recovery, one holding pattern, and one instrument approach. At the discretion of the check pilot, this section may be covered verbally if the pilot has satisfactorily completed an FAA recognized flight check requiring a demonstration of instrument competency within 180 days preceding the CAPF 5 flight check.

XI. Night Flight Operations – Only for familiarization and may be required at the discretion of wing commanders or higher.

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

Review of Certificates and Documents – The check pilot must verify each item in this section.

Signatures – The CAPF 5 is not complete unless signed by the applicant and evaluator (if the evaluator is a non-CAP check pilot, a CAP check pilot must also sign to indicate the CAP specific items have been covered).

CHECK RIDE PROCEDURE

The applicant for a CAPF 5 check ride should bring the following materials for review by the check pilot:

1. Pilot Log Book(s) showing evidence of flight review or other required currency/endorsements.
2. FAA certificates and medical.
3. Proof of CAP membership.
4. Blank CAPF 5 (instruction page is optional).
5. Completed AC questionnaire(s) as required by CAPR 60-1.
6. Annual CAPF 5 online written exam results.

The check pilot will review and grade all materials and conduct the CAPF 5. All forms will be returned to the applicant at the conclusion of the check ride for further distribution and entry into the CAP Pilot Ops Qual system.

STATEMENT OF UNDERSTANDING
(20 FEBRUARY 2008)

In order to fly CAP aircraft, I understand I must meet Federal Aviation Administration and CAPR 60-1, Operations, *CAP Flight Management*, requirements. I understand that these directives are changed from time to time and it is my responsibility to know and comply with these changes. I also understand that violation of these requirements may result in action being taken against me under the provisions of CAPR 60-1. I understand the provisions of CAPR 900-5, *The CAP Insurance/Benefits Program*, regarding liability for damage to CAP property.

Signature _____ Date _____

NOTE: This statement of understanding need only be accomplished one time and a copy of this statement will be retained in the pilot's flight records.