



Standardization/Evaluation Officer

Specialty Track Study Guide



NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

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Preface

This pamphlet will prepare members for the responsibilities of a Civil Air Patrol (CAP) Standardization/Evaluation Officer (DOV) or (Stan/Eval). The contents of this pamphlet apply to all levels, including squadron and group Stan/Eval Officers in addition to wing and region Directors of Standardization/Evaluation.

This specialty track study guide has three sections. The first section applies to achievement of the Technician rating, the second section is related to attaining the Senior rating, and the third section deals with the skills required for the Master rating. This progression should prepare members for positions of increasing responsibility as a Stan/Eval officer.

Study each section and apply the information to actual situations on the job. If possible, the unit will assign an on-the-job (OJT) supervisor to assist members through the process. If the unit cannot assign an OJT supervisor, the member must learn the job through self-study and performance. The Region Stan/Eval Officer should be actively involved in the training of Wing Stan/Eval Officers, whenever possible, either as the OJT supervisor or as a mentor during self-study. The wing Standardization-Evaluation Officer should assist in the training of group and unit Stan/Eval officers.

The member and OJT supervisor will determine the level of competence at each level. When the member reaches the desired level of competency for the completion of a level, the unit commander will then certify proficiency in the member's personnel records and with National Headquarters through eServices. After the unit commander's certification of a Technician, Senior, or Master rating, the member may wear the Leadership Ribbon (Technician rating) with bronze (Senior rating) or silver (Master rating) star. Completion of each rating is a requirement for promotion. Complete promotion criteria is listed in CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*, and CAPR 50-17, *CAP Senior Member Professional Development Program*.

This specialty track is governed by a number of CAP regulations which are delineated in Table 2. Feedback on the contents of this study guide should be directed to CAP National Headquarters Chief of Aircraft Operations (NHQ/DOV), dov@capnhq.gov.

Prerequisites for Entry into the Stan/Eval Specialty Track

The candidate must have completed Professional Development Level 1 and be designated and current as a CAP Instructor Pilot before entering this specialty track.

Overview

This pamphlet describes the Standardization and Evaluation 212 Specialty Track. It also enables a candidate to learn more about CAP's Standardization and Evaluation programs, advance in proficiency, and achieve the next rating. This pamphlet details the training and evaluation requirements that must be met in order to achieve each level. This pamphlet also itemizes the important publications that are used to help the candidate gain knowledge about the Standardization and Evaluation function and responsibilities of the Standardization and Evaluation officer. The specialty track is divided into three ratings: Technician, Senior, and Master. The specific requirements for each are discussed in this pamphlet. Training in this specialty track may be accomplished under the guidance of a higher rated DOV mentor or completed independently.

Whether with a mentor or not, the candidate must meet the requirements at each level to advance in the DOV Specialty Track. Unless a waiver has been requested and approved by the wing or region commander, an individual cannot accelerate in a skill level faster than the minimum time requirements per rating specified in this pamphlet. A waiver is rare, but it can be approved based on documented prior significant experience in the area of standardization and evaluation (DOV).

Training Objectives and Requirements

The objectives for the Standardization/Evaluation Officer specialty track are to develop highly motivated and well trained Standardization/Evaluation Officers who will:

- Conduct and promote an effective Standardization/Evaluation programs.
- Perform the duties and tasks associated with CAP's squadron, group, wing and region Stan/Eval Officer positions.
- Have comprehensive knowledge of the Standardization/Evaluation program.

Each specialty track level contains Knowledge, Training, and Performance Requirements as well as Service Requirements that must be completed in order to attain each successive rating. These requirements will vary as the candidate proceeds through the levels. These are completed through self-study, on-the-job training (OJT) experiences and agreement with your assigned OJT supervisor.

- **Knowledge Requirements** are objectives describing what each candidate is expected to know to attain the rating. An online or paper test is the primary method by which candidates demonstrate their knowledge of the material. The exams are open-book with no time limit and the passing score is 80%.

- **Training Requirements** are objectives that require the candidate to learn systems and processes.
- **Performance Requirements** are objectives describing what each candidate is expected to complete through active participation to attain the rating.
- **Service Requirements** require that candidates serve in a certain area for a specified amount of time to receive the rating. While not limiting the role that candidates may take as Standardization and Evaluation Officers, it is suggested that the level of responsibility begin modestly and increase as the candidate advances.

Guidance for OJT Supervisors and Unit Commanders

The on-the-job (OJT) supervisor plays an important role in the success of the DOV in training. These senior member officers, in partnership with the unit's commander, guide the candidate through the knowledge, training, performance, and service requirements for the rating the candidate is pursuing.

Once the OJT supervisor or the wing DOV is satisfied that the candidate has met all the requirements for the rating, they and the candidate notify the unit commander.

When the commander is satisfied that the candidate can perform to the level applied for and has met the service requirements, the commander then records award of the rating in the student's master record and online in the specialty track administration module in E-Services.

Awards, Badges, & Ribbons

Upon earning a DOV Technician rating, a CAP senior member qualifies to wear the Leadership ribbon. At the completion of the Senior rating, a bronze star is added, and at the Master rating the bronze star is replaced by a silver star.

Table 1 – Ratings and Awards

Rating	Leadership Ribbon
Technician	
Senior	add Bronze Star
Master	add Silver Star

Achieving the Technician Rating

Objectives

The objectives for the Technician Rating in the Standardization and Evaluation trainee specialty track are to:

1. Develop a highly motivated and trained DOV who will conduct and promote effective Standardization and Evaluation programs.
2. Explain the duties and tasks associated with CAP's squadron, group, wing, and region Standardization and Evaluation officer positions.
3. Possess a working knowledge of the Standardization and Evaluation program.
4. Comprehend flight training, as well as, standardization and evaluation policies and procedures for CAP. These include the initial qualification, currency and evaluation requirements for CAP Instructor Pilots, Check Pilots and Check Pilot Examiners; flight management policies as they relate to CAP policy in CAPR 70-1, *CAP Flight Management*; and the safety program.

Position Description

The Standardization and Evaluation trainee (DOV) at the Technician Level is expected to:

- Assist the Stan/Eval officer and check pilots in the development and oversight of the training for unit pilots.
- Assist in the development and recommendation of unit flying procedures.
- Assist in the publishing and/or circulation of information concerning latest flying techniques and procedures.
- Conduct ground and flight training in specific aircraft.
- Assist in the implementation of the accident prevention programs.
- Assist in the establishment of continuing training programs to include, but not limited to, specific flight manual changes, review of FAA Regulations, safety, local operating procedures, aircraft systems and emergency procedures, survival, etc.

Knowledge, Training and Performance Requirements

Publications You Should Read

Certain publications should be read by all CAP members; others apply directly to the Standardization and Evaluation Officer. DOVs should be familiar with those publications that have high relevance for all CAP members and should know those publications that are critical to the Standardization and Evaluation program.

Below is a list of important publications & programs that DOVs should review and learn.

Table 2 – Applicable Regulations, Publications, and Resources

Number	Title	Notes
CAP Index 0-2	<i>Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids</i>	Good resource (be familiar with regulations, manuals, pamphlets and visual aids associated with Standardization and Evaluation)
CAP Index 0-9	<i>Numerical Index of CAP Forms, Test Materials, and Certificates</i>	Good resource (be familiar with forms, tests, and certificates that apply to DOV)
CAPR 20-1	<i>Organization of Civil Air Patrol</i>	Read job description for this function at the unit level and higher headquarters.
CAPR 35-6	<i>Operations Ratings, Awards and Badges</i>	
CAPM 39-1	<i>CAP Uniform Manual</i>	
CAPR 70-1 and all changes and interim change letters	CAP Flight Management	A primary regulation for DOV
CAPR 60-3 and all changes and interim change letters	CAP Emergency Services Training and Operational Missions	A primary regulation for DOV
CAPR 62-1 and all changes and interim change letters	CAP Safety Responsibilities and Procedures	A primary regulation for DOV
CAPR 62-2 all changes and interim change letters	Mishap Reporting and Review	
CAPP 52-7	<i>Cadet Orientation Flight Syllabus</i>	

Number	Title	Notes
CAPF 5/CAPF 5B	CAP Pilot Flight Evaluations	
CAPF 9	Release (For Non CAP Members)	
CAPF 99	CAP Flight Release Log	
CAPF 107	Flight Operations Log	
<i>Other Items and Resources</i>		
	WMIRS 2.0 instructional videos	Found online at https://vimeo.com/album/3064038
	FAA Regulations parts 1, 43, 61, 91 and all changes	http://www.faa.gov/regulations_policies/faa_regulations/
	NTSB part 830	http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr830_main_02.tpl
	Aeronautical Information Manual	http://www.faa.gov/regulations_policies/handbooks_manuals/aviation/

NOTE: These readings should be mastered throughout the course of students' participation in this specialty track and cover material from which the exams are made.

Training and Performance Requirements

- Correctly summarize the parts of 14 CFR parts 61 and 91 that apply most often to CAP
- Efficiently locate other items in 14 CFR parts 61 and 91 that sometimes apply to CAP
- Correctly summarize the policies, procedures, requirements found in applicable CAP regulations, including the FAA Exemption for CAP, along with region, wing and local regulations
- Efficiently locate information in CAPR 35-6 and CAPR 20-1 as it applies to their duties
- Describe through specific examples how they successfully fulfilled the duties listed in the position description in the Technician section of this pamphlet
- Maintain Form 5 currency throughout the training period
- Provide a minimum of six CAP orientation flights and file the paperwork correctly
- Provide a minimum of six hours of flight instruction in CAP aircraft, as a CAP Instructor Pilot
- Correctly enter, retrieve and analyze data in WMIRS
- Correctly complete and process the CAPF 5, 9, 99 and 107 paperwork, as appropriate
- Assist the unit Safety Officer with the implementation of the FAA Accident Prevention Program by leading/significantly contributing to two hours of safety instruction for CAP aircrew members:OR a general briefing and two sortie briefings at a CAP flying activity not included in the requirements listed above
- Having completed the requirements above, review the flying procedure and brief the DO and/or the CC on recommended changes or training programs that might be needed
- Successfully serve for a minimum of six (6) months as an assistant or primary Standardization/Evaluation officer. Service may combine assistant or primary experience.
- Maintain currency as a CAP instructor pilot as outlined in CAPR 70-1 throughout the training period.
- Successfully complete the online CAPP 212 test for Technician rating

Technician Level Training Checklist

Knowledge, Training and Performance Requirements	OJT Initials and Date
Correctly summarize the parts of 14 CFR parts 61 and 91 that apply most often to CAP	
Efficiently locate other items in 14 CFR parts 61 and 91 that sometimes apply to CAP	
Correctly summarize the policies, procedures, requirements found in applicable CAP regulations, including the FAA Exemption for CAP, along with region, wing and local regulations	
Efficiently locate information in CAPR 35-6 and CAPR 20-1 as it applies to their duties	
Describe through specific examples how they successfully fulfilled the duties listed in the position description n the Technician section of this pamphlet	
Maintain Form 5 currency throughout the training period	
Provide a minimum of six CAP orientation flights and file the paperwork correctly	
Provide a minimum of six hours of flight instruction in CAP aircraft, as a CAP Instructor Pilot	
Correctly enter, retrieve and analyze data in WMIRS	
Correctly complete and process the CAPF 5, 9, 99 and 107 paperwork, as appropriate	
Assist the unit Safety Officer with the implementation of the FAA Accident Prevention Program by leading/significantly contributing to two hours of safety instruction for CAP aircrew members:OR a general briefing and two sortie briefings at a CAP flying activity not included in the requirements listed above	
Having completed the requirements above, review the flying procedure and brief the DO and/or the CC on recommended changes or training programs that might be needed	
Successfully serve for a minimum of 6 months as an assistant or primary Standardization/Evaluation officer. Service may combine assistant or primary experience.	
Maintain currency as a CAP Instructor Pilot as outlined in CAPR 70-1 throughout the training period	
Successfully complete the online CAPP 212 test for Technician rating	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature _____ Date _____

Achieving the Senior Rating

Objectives

The objectives for the Senior Rating in the Standardization and Evaluation Officer specialty track are to:

1. Develop a highly motivated and trained DOV who will conduct and promote effective Standardization and Evaluation programs.
2. Know the duties and tasks associated with CAP's squadron, group, wing and region Standardization and Evaluation officer positions.
3. Actively participate in the Standardization and Evaluation program.
4. Understand the flight training and standardization and evaluation policies and procedures for CAP. These include the initial qualification, currency and evaluation requirements for CAP Instructor Pilots, Check Pilots and Check Pilot Examiners; flight management policies as they relate to CAP policy in CAPR 70-1, *CAP Flight Management*, and the safety program.

Position Description

The Standardization and Evaluation Officer (DOV) at the Senior Level is expected to:

- Perform the duties of a CAP Check Pilot.
- Evaluate aircrew techniques and abilities using appropriate publications and checklists.
- Continually evaluate aircrew training procedures and techniques.
- Document flight evaluations.
- Analyze evaluation data for trends that indicate changes in the program or additional training needs for individual pilots.
- Implement Standardization and Evaluation functions.

Knowledge, Training and Performance Requirements

To complete the Senior level of this specialty track, the member must demonstrate knowledge of CAP's Standardization and Evaluation functions. As a minimum, a Senior rated Standardization and Evaluation Officer (specialty track 212) should know the following:

- Complete Level II of the CAP Professional Development Program.

- Continue currency in application of current policies, procedures, requirements found in applicable CAP regulations, including the FAA Exemption for CAP, along with region, wing and local regulations and supplements.
- Describe through specific examples how they successfully fulfilled the duties listed in the position description located in the Senior section of this pamphlet.
- Maintain Form 5 currency throughout the training period.
- Provide three or more hours of aviation ground instruction to CAP members
- Provide 12 additional hours of flight instruction in CAP aircraft, during the senior level training period
- Complete the on-line National Check Pilot Standardization Course per CAPR 70-1
- Qualify as a CAP Check Pilot.
- Safely administer and log a minimum of six (6) CAPF 5 flight evaluations and ensure that all the associated paperwork is correctly and completely done in a timely fashion, during the senior level training period.
- Correctly complete and process the CAPF 5, 9, 99 and 107 paperwork as appropriate during the senior level training period
- Demonstrate the ability to correctly enter and update appropriate Operations Qualifications (Ops Quals) for members of the unit
- Maintain currency in the use, retrieval and analysis of data in WMIRS
- Present an analysis of the previous 12 months flight data for your unit and/or subordinate units, to the DO or CC. Identify any trends and patterns. Recommend changes to procedures/policies/practices, as appropriate
- Successfully serve for a minimum of 12 months as an assistant or primary Standardization/Evaluation officer at the Technician Level. Service may combine assistant or primary experience.
- Maintain currency as a CAP Instructor Pilot as outlined in CAPR 70-1 throughout the training period.
- Successfully complete the online CAPP 212 test for Senior rating

Senior Level Training Checklist

Knowledge, Training and Performance Requirements	OJT Initials and Date
Complete Level II of the CAP Professional Development Program	
Continue currency in policies, procedures, requirements found in applicable CAP regulations, including the FAA Exemption for CAP, along with region, wing and local regulations and supplements	
Describe through specific examples how they successfully fulfilled the duties listed in the position description located in the Senior section of this pamphlet	
Maintain Form 5 currency throughout the training period	
Provide three or more hours of aviation ground instruction to CAP members	
Provide 12 additional hours flight instruction in CAP aircraft, during the senior level training period	
Complete the on-line National Check Pilot Standardization Course per CAPR 70-1	
Qualify as a CAP Check Pilot	
Safely administer and log a minimum of six CAPF 5 flight evaluations and ensure that all the associated paperwork is correctly and completely done in a timely fashion, during the senior level training period.	
Correctly complete and process the CAPF 5, 9, 99 and 107 paperwork as appropriate during the senior level training period	
Demonstrate the ability to correctly enter and update appropriate Operations Qualifications (Ops Quals) for members of the unit	
Maintain currency in the use, retrieval and analysis of data in WMIRS	
Present an analysis of the previous 12 months flight data for your unit and/or subordinate units, to the DO or CC. Identify any trends and patterns. Recommend changes to procedures/policies/practices, as appropriate	
Successfully serve for a minimum of 12 months as an assistant or primary Standardization/Evaluation officer at the Technician level.	
Maintain currency as a CAP Instructor Pilot as outlined in CAPR 70-1 throughout the training period	
Successfully complete the online CAPP 212 test for Senior rating	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature _____

Date _____

Achieving the Master Rating

Objectives

The objectives to complete the Master Rating in the Standards and Evaluation Officer specialty track are to:

1. Explain the duties and tasks associated with CAP's squadron, group, wing, and region Standardization and Evaluation officer positions
2. Manage CAP Standardization and Evaluation programs
3. Develop a highly motivated and trained DOV who will conduct and promote effective Standardization and Evaluation programs.
4. Describe the duties and tasks associated with CAP's squadron, group, wing, and region Standardization and Evaluation officer positions.
5. Take an active leadership role in the Standardization and Evaluation program.
6. Understand the flight training, and standardization and evaluation policies and procedures for CAP. These include the initial qualification, currency and evaluation requirements for CAP Instructor Pilots, Check Pilots and Check Pilot Examiners; flight management policies as they relate to CAP policy in CAPR 70-1, *CAP Flight Management*, and the safety program.

Position Description

The Standardization and Evaluation Officer (DOV) at the Master Level is expected to:

- Implement Standardization and Evaluation activities and duties
- Lead or assist the Group, Wing and/or Region Stan / Eval Officer(s) and CAP Check Pilots in the development and oversight of the training and evaluation of CAP pilots.
- Administer CAP flight evaluations
- Validate data in CAP Ops Quals, and maintain pilot training records as appropriate
- Monitor the evaluation program to help identify trends and work with the safety officer and/or DO to help eliminate problem areas.
- Develop and recommend unit flying procedures, publish and/or circulate information concerning latest flying techniques and procedures,
- Help develop better quality control through evaluation and training.
- Continue to conduct ground and flight training.
- Monitor the implementation of the FAA Accident Prevention Program in conjunction with the appropriate Safety Department.

- Assure that all CAP Instructor Pilots and CAP pilots of the unit are standardized with relation to CAP procedures.
- Maintain currency as a CAP Check Pilot throughout the training period
- Must administer, or at a minimum, assist with one or more check pilot meetings to discuss trend analysis, local issues and special emphasis items.

Knowledge, Training and Performance Requirements

To complete the Master level of this specialty track, the member must have earned the 212 Senior rating, demonstrated in-depth knowledge of CAP's Standardization and Evaluation programs, and be prepared to recommend Standardization and Evaluation policy to commanders. It prepares DOVs for positions from the squadron to the region level. This master rating may fulfill one requirement for completing CAP Level IV, Senior Member Training Program.

- Read and report/brief on a combination of new instructional procedures applicable to flight instruction, safety procedures and aircraft equipment modifications applicable to CAP aircraft and aircrews.
- Read and report/brief on a combination of new/changes to FAA regulations that apply to CAP or local procedures that effect CAP.
- Complete Level III of the Professional Development Program.
- Maintain Form 5 currency throughout the training period
- Safely administer a minimum of 12 CAPF 5 flight evaluations during the master level training period.
- Review the accuracy of pilot records in Ops Quals for pilots in your unit and subordinate units.
- Aircrew training (not including check pilots and instructor pilots) - Analyze flight safety trend analysis records for the previous 24 months of your unit, and subordinate units. Identify any trends and patterns. Recommend changes to procedures/policies/practices, as appropriate. Discuss your findings with the DOVs at the next higher and lower headquarters AND present your findings and program to the DO and CC.
- Mentor a member through the Technician or Senior rating in the Standardization / Evaluation specialty track.
- Successfully serve for a minimum of 18 months as an assistant or primary Standardization/Evaluation officer at the Senior Level. Service may combine assistant or primary experience.
- Maintain currency as a CAP Instructor Pilot and CAP Check Pilot as outlined in CAPR 70-1 throughout the training period.
- Successfully complete the online CAPP 212 test for Master rating

Master Level Training Checklist

Knowledge, Training and Performance Requirements	OJT Initials and Date
Read and report/brief on a combination of new instructional procedures applicable to flight instruction, safety procedures and aircraft equipment modifications applicable to CAP aircraft and aircrews	
Read and report/brief on a combination of new/changes to FAA regulations that apply to CAP or local procedures that effect CAP	
Complete Level III of the Professional Development Program	
Maintain Form 5 currency throughout the training period	
Safely administer a minimum of 12 CAPF 5 flight evaluations during the master level training period	
Review the accuracy of pilot records in Ops Quals for pilots in your unit and subordinate units	
Aircrew training (<u>not including</u> check pilots and instructor pilots) - Analyze flight safety trend analysis records for the previous 24 months of your unit, and subordinate units. Identify any trends and patterns. Recommend changes to procedures/policies/practices, as appropriate. Discuss your findings with the DOVs at the next higher and lower headquarters AND present your findings and program to the DO and CC	
Mentor a member through the Technician or Senior rating in the Standardization / Evaluation specialty track	
Successfully serve for a minimum of 18 months as an assistant or primary Standardization/Evaluation officer at the Senior level.	
Maintain currency as a CAP Instructor Pilot and CAPCheck Pilot as outlined in CAPR 70-1 throughout the training period	
Successfully complete the online CAPP 212 test for Master rating	

Candidate's Name _____
(Last, First, M.I.)

CAP Grade _____ CAPID _____ Unit Charter No. _____

Commander's Signature _____ Date _____