



**CIVIL AIR PATROL**  
U.S. AIR FORCE AUXILIARY

# **Pilot Onboarding Guide**

## **A Resource Guide for New CAP Pilots & Mentors**

**CIVIL AIR PATROL NATIONAL HEADQUARTERS  
MAXWELL AIR FORCE BASE, ALABAMA**

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## Table of Contents

<b>INTRODUCTION .....</b>	<b>5</b>
<b>PART 1: FOUNDATIONAL KNOWLEDGE AND YOUR TRAINING PLAN .....</b>	<b>7</b>
1.1. Understand CAPs Values and Mission .....	7
1.2. Completing Administrative Requirements.....	7
1.3. Engaging with Mentors .....	8
1.4. Embrace CAP's Professional Standards.....	9
1.5. Understanding CAP's Safety Culture.....	10
1.6. Developing Your Training Plan .....	12
1.7. Summary of Regulations, Standards, Pamphlets and Courses for Part 1.....	14
1.8. Knowledge and Tasks Checklist for Part 1 .....	15
<b>PART 2: CAP PILOT QUALIFICATIONS &amp; SUBMITTING YOUR DOCUMENTS .....</b>	<b>16</b>
2.1. Understanding CAP Pilot Qualifications and Endorsements .....	16
2.2. Pilot Uploads and Validations .....	18
2.3. Summary of Regulations, Standards, Pamphlets and Courses for Part 2.....	24
2.4. Knowledge and Tasks Checklist for Part 2 .....	25
<b>PART 3: EXECUTING YOUR TRAINING PLAN AND FLYING SORTIES.....</b>	<b>26</b>
3.1. Preflight Readiness.....	26
3.2. Postflight and Safety Responsibilities .....	27
3.3. Using Web Mission Information & Reporting System (WMIRS).....	28
3.4. Understanding the Flight Release Process.....	43
3.5. Bringing It All Together: Typical Flow of Preflight & Postflight Tasks.....	44
3.6. Summary of Regulations, Standards, Pamphlets and Courses for Part 3.....	46
3.7. Knowledge and Tasks Checklist for Part 3 .....	47
<b>PART 4: CAP PILOT FLIGHT EVALUATION'S (CAPF 70-5) .....</b>	<b>48</b>
4.1. Overview of the CAP Pilot Flight Evaluation .....	48
4.2. Preparing for a CAPF 70-5 Evaluation .....	50
4.3. The CAPF 70-5 Evaluation Process.....	51
4.4. After Your CAPF 70-5.....	55
4.5. Summary of Regulations, Standards, Pamphlets and Courses for Part 4.....	57
4.6. Knowledge and Tasks Checklist for Part 4 .....	58
<b>PART 5: GUIDANCE FOR CAP INSTRUCTORS &amp; ONBOARDING MENTORS.....</b>	<b>59</b>
5.1. Expectations .....	59
5.2. Mentor Sessions .....	60
5.3. Establishing the Footprint .....	60
<b>PART 6: ATTACHMENTS .....</b>	<b>61</b>
6.1. Attachment 1: New Pilot Experience Survey & Qualification Worksheet .....	62
6.2. Attachment 2: Training Plan Worksheet.....	63
6.3. Attachment 3: Mentor Session 1 Agenda – Initial Orientation .....	65
6.4. Attachment 4: Mentor Session 2 Agenda – Systems and Training Plan .....	66
6.5. Attachment 5: Mentor Session 3 Agenda – Pre-Flight Mentor Session .....	67
6.6. Attachment 6: Mentor Session 4 Agenda – Pre-CAPF 70-5 Mentor Session.....	68

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# INTRODUCTION

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Welcome to the Civil Air Patrol (CAP) Pilot Onboarding Guide! This guide is designed to help new members transition into qualified CAP pilots efficiently and effectively. Whether you are a seasoned aviator or new to the world of aviation, this guide provides the essential tools, knowledge, and resources to navigate the CAP pilot onboarding process with confidence.

As you will learn, CAP is an organization of over 3000 pilots, more than 500 airplanes, spread across 52 Wings and 8 Regions. For this reason, the aim of this guide is to standardize the process of onboarding. This guide is not regulatory in nature, and as such, your Wing or Region may have additional steps for pilot onboarding, including additional regulatory documents you will need to comply with. However, the content throughout this guide is highly pertinent in all circumstances and will provide you with the flow that all pilot onboarding generally follows.

## You're a CAP Member First:

Before starting the pilot onboarding process, it is essential to establish yourself as a CAP member. This includes completing administrative requirements, understanding CAP's values and expectations, and becoming actively engaged with your local squadron. As you begin this process, you will also work through Level 1 of your Professional Development, which will introduce you to many of the core aspects of being a CAP member. CAP has several member onboarding resources available to support you with this, and a mentor should assist you in completing them.

## Purpose of This Guide:

This guide supports both new pilots and their mentors by:

- Providing a Structured Pathway: Outlining the steps to become a CAP pilot.
- Simplifying Complex Processes: Breaking down CAP regulations, systems, and operational requirements.
- Encouraging Use of Online Resources: Highlighting CAP's eLearning Platform, Absorb, which features a comprehensive video series to guide you through onboarding content.
- Facilitating Mentorship: Equipping mentors with tools to assess pilot experience, develop tailored training plans, and track progress for new CAP pilots

## CAP's eLearning Platform, Absorb:

To complement this guide, CAP's eLearning Platform, Absorb, provides a structured video series covering all aspects of pilot onboarding. These courses offer in-depth tutorials, demonstrations, and best practices to help you navigate CAP systems and operational requirements with ease. You are strongly encouraged to utilize this platform as part of your onboarding process to reinforce your understanding and streamline your journey to becoming a CAP pilot.

## The Role of the Pilot Onboarding Mentor:

Pilot onboarding mentors are critical in helping new pilots navigate CAP's requirements. Wings are encouraged to establish and oversee mentor programs, ensuring consistent support for all members. Pilot onboarding mentors should be experienced CAP pilots as they will need to have an extremely thorough understanding of the various systems and processes that a CAP pilot will regularly interface with. In cases where a local pilot onboarding mentor is unavailable, wings should pool mentors regionally to provide new CAP pilots with access to knowledgeable guidance.

## How to Use This Guide:

This guide is structured to support you as you progress through your CAP pilot onboarding journey. Each section builds upon the previous, providing a step-by-step approach to understanding and meeting CAP's requirements for pilots. Here's how the guide is organized:

- Part 1: Foundational Knowledge and Your Training Plan: Start with the basics by learning CAP's mission, values, and professional standards. Complete administrative requirements, engage with mentors, and develop your training plan. This section also introduces CAP's safety culture.
- Part 2: CAP Pilot Qualifications and Submitting Your Documents: Understand the qualifications and endorsements available for CAP pilots and how to achieve them. Learn how to navigate Operations Qualifications (Ops Quals) to upload and validate required documents.
- Part 3: Executing Your Training Plan and Flying Sorties: Focus on transitioning from preparation to active participation. This section covers preflight readiness, postflight responsibilities, using the WMIRS, and understanding the flight release process.
- Part 4: CAP Pilot Flight Evaluations (CAPF 70-5): Learn about the CAPF 70-5 evaluation process, a critical step in maintaining CAP pilot qualifications. This section includes preparation guidance, the evaluation process, and steps to take after completing your CAPF 70-5.

## Your Responsibility as a New Member:

Becoming a CAP pilot requires effort, dedication, preparation and patience. While CAP's operational systems are well-structured, they can initially seem complex. By thoroughly reviewing this guide, engaging with CAP's online resources and trainings, and leveraging mentorship, you will ensure a smooth and successful progression. Remember, every CAP member volunteers their time—your effort and preparedness will help maximize the value of this shared commitment.

**Target 90 Day Pilot Onboarding Timeline**

<b>Week 1 to 2</b>	<ul style="list-style-type: none"><li>• Complete Level 1 of Professional Development</li><li>• Connect with CAP Pilot Onboarding Mentor</li><li>• Mentor Session 1</li></ul>
<b>Week 3 to 4</b>	<ul style="list-style-type: none"><li>• Complete pilot documents validation</li><li>• Complete Absorb courses</li><li>• Mentor Session 2</li></ul>
<b>Week 5 to 7</b>	<ul style="list-style-type: none"><li>• Begin execution of training plan</li><li>• Begin transition/endorsement training (as required)</li><li>• Mentor Session 3</li></ul>
<b>Week 8 to 11</b>	<ul style="list-style-type: none"><li>• Complete onboarding, transition, and endorsement flights</li><li>• Mentor Session 4</li></ul>
<b>Week 12</b>	<ul style="list-style-type: none"><li>• Complete your Initial CAP Pilot Flight Evaluation (CAPF 70-5)</li></ul>

## Your Success is Our Goal:

Civil Air Patrol is dedicated to helping you achieve your goal of becoming a CAP pilot. By embracing self-study, mentorship, and online learning, you will join a distinguished group of aviation professionals committed to CAP's mission. Let's get started!

## PART 1: FOUNDATIONAL KNOWLEDGE AND YOUR TRAINING PLAN

This section establishes the essential steps to begin your journey as a CAP pilot. Follow each step carefully to ensure you're fully prepared for the next phases of the onboarding process.

### 1.1. Understand CAPs Values and Mission

#### Core Values:

- CAP operates under four Core Values: **Integrity, Volunteer Service, Excellence, and Respect.**
- These values guide all members and are critical to fostering trust, teamwork, and accountability within CAP.

#### Commitment to Mission:

- CAP's mission encompasses aviation excellence, emergency services, youth development, and aerospace education. As a member, you contribute directly to these important goals.

### 1.2. Completing Administrative Requirements

#### Membership Process (Senior Members):

- *Application, Dues and Fingerprinting:* Submit your CAP membership application along with dues payment and FBI fingerprint card to CAP National Headquarters. More information about the application process can be found on the [Join CAP webpage](#).
- *Get your CAPID:* Once your application has been approved, you will get a CAPID. You will need this number for almost everything you do in CAP, so remember it!
- *Uniform:* Order your uniform through a CAP-approved vendor (e.g., Vanguard). Ensure compliance with [CAPR 39-1, Civil Air Patrol Uniform Regulation](#).

#### Set Up Your CAP Systems:

- *eServices:* Once you have your CAPID, navigate to <https://www.capnhq.gov> and create your eServices account. eServices is the most important website you will access, and will serve as the entry point to:
  - *Operations Qualifications (Ops Quals),* which is used for managing your CAP qualifications.
  - *WMIRS,* which is used for mission and flight management.
  - *CAPs eLearning Platform, Absorb,* which houses all of the training you will need to complete during onboarding and throughout your CAP career.
- *CAP Email:* Request and activate your official CAP email account. *CAP Email accounts are managed through your individual Wing and NOT through National Headquarters.* Your individual Wing may have different requirements necessary to meet before a CAP email address is provided to you, and you should work with your squadron commander to assist you with CAP email support.

### **Complete Level 1 of Professional Development:**

- Level 1 of CAP's Professional Development Program introduces you to CAP's mission, structure, and culture. Completion of Level 1 is required before beginning pilot-specific training.
- Components of Level 1 include:
  - Welcome to CAP: Learn about CAP's history, organization, and mission.
  - CAP Core Values: Explore CAP's guiding principles of Integrity, Volunteer Service, Excellence, and Respect.
  - Introduction to Risk Management: Understand CAP's emphasis on safety and proactive risk management.
  - Equal Opportunity and Respect: Gain insight into CAP's commitment to inclusivity and respect.
  - Cadet Protection: Learn CAP's policies and practices for creating a safe environment for cadets, including mandatory reporting requirements and appropriate member conduct.
  - Foundations: Participate in a mentoring session to review key concepts and establish a path forward.
- Accessing Level 1 Training:
  - Complete the program online via CAP's eLearning Platform, Absorb. Resources and detailed guidance are available through CAP's [Level 1 Onboarding Page](#).

### **1.3. Engaging with Mentors**

#### **Identify Your CAP Pilot Onboarding Mentor:**

- Request a pilot onboarding mentor from your squadron commander to assist with administrative and onboarding tasks. Remember that pilot onboarding mentors are usually different than membership mentors. Each Wing maintains specific individuals who may be available to assist you with pilot onboarding, and most are usually experienced CAP pilots or CAP Instructor Pilots (IP).

#### **Utilize the CAP Pilot Onboarding Checklists:**

- Becoming a CAP pilot is a complex process. There are many steps and aspects to the process. The CAP Pilot Onboarding Checklists included at the end of each Part in this guide are essential tools for tracking your progress.

#### **Work Collaboratively:**

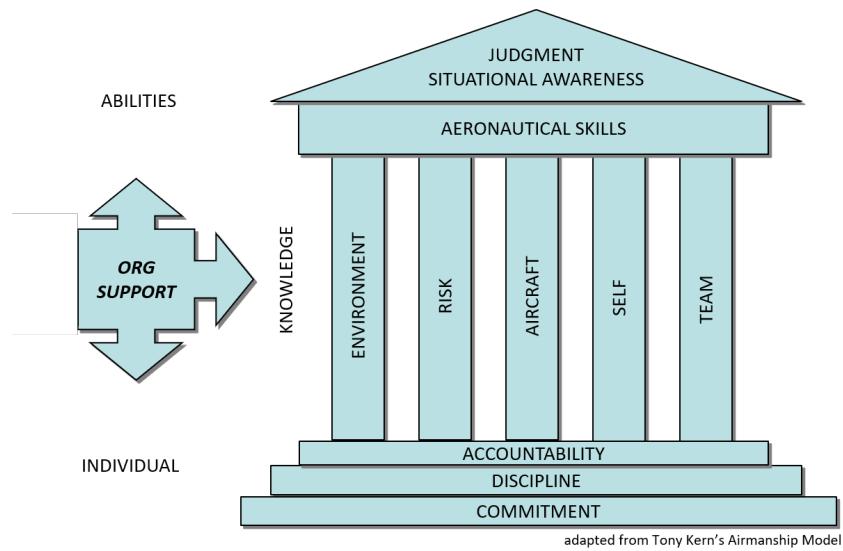
- Communicate regularly with your mentor. **The onboarding process is driven by YOU** and will require you to ask questions and push for completion of necessary training, validations and onboarding steps.
- Review CAP Regulations, Standards, training materials, and system guides both independently and with your pilot onboarding mentor to ensure you understand the content.

## 1.4. Embrace CAP's Professional Standards

CAP pilots must adhere to a set of professional standards that ensure safety, consistency, and operational excellence. Understanding and following these standards is essential to becoming an effective CAP pilot.

### Aircrew Professionalism:

- CAP pilots are expected to demonstrate professionalism in all aspects of their role, which includes:
  - Prioritizing safety above all else.
  - Maintaining discipline and striving for continuous improvement.
  - Respecting the roles of others in the aircrew and fostering a collaborative environment.



### CAP Standards and Guidance:

- [CAPS 71-Series: Aircrew Training Standards](#): Provides training standards for airplane and glider operations, including required training for onboarding, CAP endorsements and qualifications.
- [CAPS 72-3, Aircraft Checklists](#): Provides standardized checklists for operating CAP aircraft.
- [CAPS 72-4, Aircraft Information File \(AIF\)](#): A binder in all CAP aircraft containing airworthiness-related content in a standardized format. The AIF contains some very important pieces of information and logs that will be utilized on every single flight.
- [CAPS 72-5, Aircrew Evaluation, and CAPS 72-6, Aircrew Evaluation Criteria](#): Outline the framework and criteria for evaluating CAP aircrew members during flight checks and mission-specific assessments.
- [CAPS 73-Series: Operational Procedures](#): Details airplane operational standards and procedures, including mission execution, sortie requirements, preflight and postflight tasks.

### Regulations Supporting Professional Standards:

- [CAPR 70-1, Civil Air Patrol Flight Management](#): Governs CAP flight operations, providing detailed procedures and policies for pilot qualifications, flight release, and mission readiness.
- [CAPR 130-2, Civil Air Patrol Aircraft Maintenance Management](#): Outlines requirements for CAP aircraft airworthiness standards.
- [CAPR 160-Series \(Safety and Risk Management\)](#): Outlines CAP's risk management framework and safety reporting processes. All members are required to integrate risk management principles into their flight operations.
- [CAPP 70-10, CAP Aircrew Code of Conduct](#): Outlines the expectations for CAPS Pilots and Aircrew members.

## **1.5. Understanding CAP's Safety Culture**

Safety is woven into every aspect of Civil Air Patrol's operations. From preflight preparation to postflight responsibilities, CAP integrates safety and risk management into every step. This commitment is not just a regulatory requirement; it reflects our dedication to protecting our members, our organization, and the communities we serve.

### **CAP's Commitment to Safety:**

- Integrated Safety Culture: Safety is at the core of everything we do in CAP. Whether conducting flight operations, planning missions, or mentoring pilots, safety is always prioritized.
- CAPR 160-1, Civil Air Patrol Safety Program: CAP's foundational regulation on safety outlines the framework for our risk management processes, safety reporting, and education.

### **CAP Safety Information System (CAPSIS):**

CAPSIS serves as a centralized platform for safety-related tools and resources. It enables members to report safety incidents and hazards efficiently, ensuring timely responses and data-driven improvements.

- Your Role in Reporting: All members are expected to proactively report safety issues, whether observed in the field or identified during operations. Use CAPSIS to share lessons learned and best practices to improve safety awareness across the organization. A CAPSIS course is available on the CAP eLearning Platform, Absorb.

### **Safety Education and Training:**

Ongoing safety education ensures members remain aware of the risks associated with CAP operations and the strategies to mitigate them. CAP members are required to log safety education once each calendar month.

- Methods of Satisfying Safety Education:
  - Unit Safety Briefings: Attending monthly unit meetings with safety education topics is the preferred method for fulfilling this requirement. This allows for discussion and shared learning among members.
  - FAA Wings Program: Pilots are encouraged to participate in the FAA Wings Program for safety education.
    - *Note: Link your FAA Wings account to eServices to automatically credit completed training toward your CAP safety education requirement. Instructions for linking accounts are available on the next page.*
  - CAP eLearning Platform, Absorb: CAP offers numerous online safety courses on topics such as aircraft operations and risk management. Completion of these courses satisfies the monthly safety requirement.
  - External Safety Education: Training received outside of CAP, such as employer-provided safety courses, may be credited by providing documentation to your unit safety officer.

### **Accountability to Safety:**

- Be Accountable to Yourself and CAP: Regularly assess your own readiness and performance to maintain safety standards.
- Empower Your Crew and Team: Foster an environment where safety concerns are openly addressed without hesitation.
- Active Participation in Safety Programs: Take the initiative to engage with CAP's safety programs, ensuring you and your fellow members uphold CAP's high safety standards.

## Linking your FAASafety Account to eServices

### STEP 1

#### LOGIN

### STEP 2

#### PREFERENCES AND PROFILE

### STEP 3

#### OTHER SETTINGS

Proceed to <https://www.faasafety.gov>.

Once you are logged in, select **My Preferences and Profile** from the home screen. This will direct you to the profile section which is comprised of tabs for the various pieces of information you may enter on your profile.

The screenshot shows the FAASafety.gov homepage with the navigation bar: Home, About the FAASTeam, Search FAASafety Website, Activities, Courses, Seminars & Webinars, Maintenance Hangar, Pilots, Resources, Administration, FAA Safety Team | Safer Skies Through Education, and Page Help. On the right, there is a sidebar for 'My FAASafety.gov Account' with a yellow arrow pointing to the 'Upcoming' tab. The 'Upcoming' tab shows 'Modify Seminar Preferences' and 'There are no seminars meeting your zip code preferences.' Below it is a section for 'Your Local FAASTeam Program Manager is Timothy HALEY' with a photo and a link to 'Click Here for Assistance'. At the bottom of the sidebar are 'Common Tasks' like 'FAQs', 'Print Course Certificates', and 'View My Activity History'.

Select the **Other** tab.

Enter your CAPID number and select the **Opt In** checkbox.

Save your information and you are now enrolled!

The screenshot shows the 'Account Preferences' page with the navigation bar: Home, About the FAASTeam, Search FAASafety Website, Activities, Courses, Seminars & Webinars, Maintenance Hangar, Pilots, Resources, Administration, Page Help, Award Programs, Instructor Portal, My WINGS, Team Rewards, WINGS – Learn More, Wright Brothers Master Pilot Award. A yellow arrow points to the 'Pilots' tab. On the right, there is a sidebar for 'My FAASafety.gov Account' with a yellow arrow pointing to the 'Other' tab. The 'Other' tab shows the 'Civil Air Patrol (CAP) ID' field containing '375212' and the 'Opt In' checkbox checked. A yellow arrow points to the 'Opt In' checkbox. Below the checkbox is a note: 'This preferences section allows you to specify additional information that is used to share data with the Civil Air Patrol, as well as enable you to control whether or not you wish for your name to appear in the WINGS Achievement Roster, should you complete a Phase of WINGS. Click [here](#) to return to the Home Page.' At the bottom is a 'Save' button.

## 1.6. Developing Your Training Plan

### Step 1: Complete the New Pilot Experience Survey:

The New Pilot Experience Survey serves as the foundational tool to evaluate the new pilot's prior flying experience outside of CAP. The survey collects essential information, such as:

- Current pilot certificates, ratings, and endorsements.
- Flight time totals and recent flight activity.
- Type and recency of flying experience.
- Specialized experience, such as time in G1000-equipped aircraft or Technologically Advanced Aircraft (TAA).

#### Pilot Actions:

- Complete the survey with as much detail as possible, including recent flight experiences and any unique qualifications.
- If required, provide additional details in the Remarks section to help clarify specific aspects of your aviation history.
- Provide the form to your Pilot Onboarding Mentor for review.

#### Pilot Onboarding Mentor Actions:

- Review the completed survey and identify areas that require further clarification. Use the information to gain insight into the pilot's strengths, gaps, and areas for development.

**Note:** An *editable and fillable Training Plan Form can be found on the [Pilot Onboarding page](#).*

NEW PILOT EXPERIENCE SURVEY & QUALIFICATION WORKSHEET				
SECTION I – PERSONAL INFORMATION				
CAPID	NAME (Last, First M)	PHONE	E-MAIL	
UNIT CHARTER	UNIT NAME	DATE JOINED CAP	TARGET DATE	
SECTION II – AIRMAN QUALIFICATIONS				
CERTIFICATES/RATINGS/ENDORSEMENTS		FLIGHT EXPERIENCE TYPE	FLIGHT TIME	RECENCY & KIND OF EXPERIENCE
<input type="checkbox"/> Private Pilot <input type="checkbox"/> Commercial Pilot <input type="checkbox"/> Airline Transport Pilot <input type="checkbox"/> Instrument Rating <input type="checkbox"/> High Performance Endorsement <input type="checkbox"/> Complex Endorsement <input type="checkbox"/> Multi Engine Airplane Rating <input type="checkbox"/> Flight Instructor – Airplane <input type="checkbox"/> Flight Instructor – Instrument <input type="checkbox"/> Medical (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , BM)		<input type="checkbox"/> Personal/Recreational <input type="checkbox"/> Corporate (91/135) <input type="checkbox"/> Airline (121) <input type="checkbox"/> Military <input type="checkbox"/> Other (explain Sec. IV)	TOTAL TIME PIC CROSS CTRY	<b>Check all that apply. Use Section IV to explain:</b> <input type="checkbox"/> Flown less than 15 hrs in past 12 months <input type="checkbox"/> Flown more than 25 hrs in past 12 months <input type="checkbox"/> Have 10 hours or more in G1000 <input type="checkbox"/> Have instructed 10 hours or more in G1000 <input type="checkbox"/> Have 10 hours or more in TAA (not G1000) <input type="checkbox"/> Have instructed 10 hours or more in TAA <input type="checkbox"/> Day Current <input type="checkbox"/> Night Current <input type="checkbox"/> Instrument Current
FLIGHT REVIEW				
		DATE COMPLETED	METHOD OF COMPLETION <input type="checkbox"/> Flight Review <input type="checkbox"/> New Certificate <input type="checkbox"/> FAA Wings <input type="checkbox"/> Other	
SECTION III – CAP PREREQUISITES				
High Performance Airplanes <input type="checkbox"/> 100 hours total time	Complex Airplanes <input type="checkbox"/> 100 hours total PIC time  <input type="checkbox"/> 10 hours PIC and 25 take-offs and landings are in complex airplanes	Gippsland GA-8  <i>Note: SAR/DR ARCHER additional requirements apply but are not necessary for initial CAPF 5</i>	G1000 Equipped Airplanes  <input type="checkbox"/> Meet CAP High Performance <input type="checkbox"/> Documentation Available (describe in Section IV)  <input type="checkbox"/> Experience summarization with G1000 aircraft included in remarks (Section IV)	
SECTION IV – REMARKS				
INSTRUCTIONS: Provide any additional necessary to help establish a training footprint. For answers in Section II and III that indicate a remarks entry is necessary ensure a detailed response is provided.				
SECTION V – MENTOR INFORMATION				
MENTOR NAME (LAST, FIRST)	PRIMARY PHONE	ALTERNATE PHONE	E-MAIL	

## Step 2: Develop the Training Plan

Using the completed New Pilot Experience Survey, the mentor and instructor pilot collaborates with the new pilot to complete the Training Plan Worksheet. This worksheet is designed to outline both flight and ground training requirements necessary for successful CAP onboarding.

### The Training Plan Worksheet includes:

- Mentor Session Log: Dates and details of mentor interactions, ensuring clear communication and structured progress tracking.
- Recommendations Before Flight Evaluation: Required training or preparation needed before the pilot completes their CAP Pilot Flight Evaluation (CAPF 70-5).
- Flight and Ground Training Needs: Identification of required training areas, such as G1000 transition, high performance aircraft proficiency, or mission-specific procedures.
- Instructor and Check Pilot Information: Names and contact details of the instructors and check pilots involved in the training process.

### Pilot Actions:

- Actively participate in discussions with your mentor to outline areas of focus in both flight and ground training.

### Pilot Onboarding Mentor Actions:

- Use the Training Plan Worksheet to record recommendations and training goals.
- Ensure that the plan includes sufficient detail to address any gaps identified in the New Pilot Experience Survey.

**Note:** An [editable and fillable Training Plan Form can be found on the Pilot Onboarding page.](#)

TRAINING PLAN WORKSHEET				
SECTION I – PERSONAL INFORMATION				
CAPID	NAME (Last, First MI)	PHONE	E-MAIL	
UNIT CHARTER	UNIT NAME	DATE JOINED CAP	TARGET DATE	
SECTION II – MENTOR SESSIONS LOG				
MENTOR SESSION 1 DATE	DELIVERY METHOD <input type="checkbox"/> GotoMeeting <input type="checkbox"/> In-Person <input type="checkbox"/> Other	REMARKS/UNANSWERED QUESTIONS/ETC		
MENTOR SESSION 2 DATE	DELIVERY METHOD <input type="checkbox"/> GotoMeeting <input type="checkbox"/> In-Person <input type="checkbox"/> Other	REMARKS/UNANSWERED QUESTIONS/ETC		
SECTION III – INSTRUCTOR & CHECK PILOT INFORMATION				
NAME (LAST, FIRST)	PHONE	E-MAIL	QUAL	<input type="checkbox"/> IP <input type="checkbox"/> CP
NAME (LAST, FIRST)	PHONE	E-MAIL	QUAL	<input type="checkbox"/> IP <input type="checkbox"/> CP
NAME (LAST, FIRST)	PHONE	E-MAIL	QUAL	<input type="checkbox"/> IP <input type="checkbox"/> CP
SECTION IV – MENTOR RECOMMENDATIONS BEFORE FLIGHT EVALUATION				
SECTION V – TRAINING PLAN				
INSTRUMENT RATED	HIGH PERFORMANCE	G1000	PRE CAPFS*	EVALUATION TO FLY
REMARKS				
SECTION VI – WING STANDARDIZATION/EVALUATION OFFICER (DOV) REVIEW FOR G1000				
Are G1000 privileges sought? <input type="checkbox"/> YES – Complete Section VI <input type="checkbox"/> NO – Skip Section VI, Continue to Section VII				
In accordance with CAPR 60-1, CAP Flight Management, dated 3 May 2014, paragraph 3-6(a)(4)(a), I have reviewed the documentation presented and discussed the mentee's relevant G1000 experience. Based on this review, the following course of action is deemed appropriate:				
IN-HOUSE SYLLABUS REQUIRED <input type="checkbox"/> Completion of the CAP in-house G1000 transition syllabus is required before the member may complete a CAPFS with G1000 privileges (VFR or IFR).		IN-HOUSE SYLLABUS NOT REQUIRED <input type="checkbox"/> The presented documentation of past training and experience in G1000 aircraft is satisfactory and the member may complete a CAPFS with G1000 privileges (VFR or IFR).		
WING DOV NAME	DATE OF REVIEW	WING DOV NAME	DATE OF REVIEW	
SECTION VII – FLIGHT EVALUATION & COMPLETION SURVEY				
DATE OF CAPFS	DE-FOG PILOT	AIRCRAFT TYPE	OUTCOME	REMARKS
ENDORSEMENTS <input type="checkbox"/> G1000 <input type="checkbox"/> INSTRUMENT DEMO <input type="checkbox"/> ORIENTATION PILOT <input type="checkbox"/> INSTRUCTOR PILOT		DATE MENTOR ASSIGNED	DAYS/R1	DAYS/R2
		90 DAY TARGET MET <input type="checkbox"/> YES <input type="checkbox"/> NO	CAUSE OF EXCEEDING 90 DAYS <input type="checkbox"/> CAP <input type="checkbox"/> MEMBER	

### **Step 3: Submit the Training Plan**

Once the Training Plan Worksheet is completed, it should be submitted to the Wing Standardization/Evaluation Officer (DOV) or their designee, for review. This step ensures that the plan aligns with CAP's training objectives and enables the Wing to allocate resources appropriately.

**Request for Onboarding Funding:** Along with the training plan, a request for onboarding funding should be submitted to support the pilot's training activities. The Wing DOV will review the plan to ensure all aspects are appropriately resourced and aligned with CAP standards. Wings also may have additional criteria and steps necessary prior to receiving funding, so it is advisable to work with your mentor to understand all local procedures and requirements.

**Mentor and Pilot Actions:**

- Finalize the Training Plan Worksheet, ensuring all sections are completed and accurate.
- Include any necessary supporting documentation, such as prior flight training records or endorsements, to substantiate the proposed training activities.
- Ensure all documents are uploaded in accordance with the processes outlined in this guide.

**Standardization/Evaluation Officer (DOV) Actions:**

- Review and approve the Training Plan Worksheet
- Ensure the plan includes enough detail to address gaps identified in the Pilot Experience Survey.

## **1.7. Summary of Regulations, Standards, Pamphlets and Courses for Part 1**

During Part 1 of this guide, you will need to review and/or complete the following:

**Regulations:**

- CAPR 39-1, *Civil Air Patrol Uniform Regulation*
- CAPR 70-1, *Civil Air Patrol Flight Management*
- CAPR 130-2, *Civil Air Patrol Aircraft Maintenance Management*
- CAPR 160-1, *Civil Air Patrol Safety Program*
- CAPR 160-2, *Safety Reporting and Review*

**Standards:**

- CAPS 71-1, *Aircrew Training, Airplane*
- CAPS 71-2, *Aircrew Training, Glider*
- CAPS 73-1, *Operations Procedures, Airplane*
- CAPS 73-2, *Operations Procedures, Glider*

**Pamphlets:**

- CAPP 70-10, *CAP Aircrew Code of Conduct*

**CAP eLearning Courses (Absorb):**

- **Level 1 Professional Development Program:** Includes modules on CAP Core Values, Risk Management, Cadet Protection, and more.
- **Aircrew Professionalism** course
- **Reporting a Safety Significant Occurrence** course
- **Aircraft Ground Handling** course
- **CAP Pilot Onboarding Program** curriculum:
  - **Onboarding Program Overview** course
  - **Understanding CAP Publications** course
  - **Understanding CAPs FAA Exemptions** course

## **1.8. Knowledge and Tasks Checklist for Part 1**

### **Understand CAP's Values and Mission**

- Familiarize yourself with CAP's Core Values and mission areas

### **Complete Administrative Requirements**

- Submit membership application, dues, and fingerprint card
- Receive your CAPID and set up your eServices account.
- Request and activate your CAP email account (if applicable)
- Complete Level 1 Professional Development courses in the CAP eLearning Platform, Absorb

### **Engage with Mentors**

- Request a CAP Pilot Onboarding Mentor
- Use the CAP Pilot Onboarding Checklists at the end of each Part of this guide to track your progress

### **Embrace CAP's Professional Standards**

- Review key CAP regulations, standards, and pamphlets
- Complete the Aircrew Professionalism course on Absorb
- Enroll in the CAP Pilot Onboarding curriculum in Absorb and complete the Onboarding Program Overview course and Understanding CAP Publications course

### **CAP's Safety Culture**

- Complete the Aircraft Ground Handling course on Absorb
- Complete the Reporting a Safety Significant Occurrence course on Absorb
- Create a FAASafety.com profile and link your eServices account to it
- Work with your mentor to ensure a thorough understanding of your reporting requirements in CAPSIS for safety occurrences

### **Develop Your Training Plan**

- Complete the New Pilot Experience Survey with your mentor to document previous flying experience
- Collaborate with your mentor and instructor pilot to develop a Training Plan using the Training Plan Worksheet
- Submit the Training Plan and request onboarding funding to the Wing Standardization/Evaluation Officer (DOV)

## PART 2: CAP PILOT QUALIFICATIONS & SUBMITTING YOUR DOCUMENTS

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Embarking on the journey to become a CAP pilot involves a structured process designed to ensure safety, proficiency, and alignment with CAP's mission objectives. This section outlines the essential steps and requirements for both senior members and cadets aspiring to serve as CAP pilots.

### 2.1. Understanding CAP Pilot Qualifications and Endorsements

CAP offers multiple pathways for pilots to qualify for various operational roles, ranging from basic VFR piloting to advanced search and rescue operations as Mission Pilots. These qualifications and endorsements ensure that CAP pilots operate safely and in compliance with both CAP regulations and Federal Aviation Administration (FAA) standards.

#### Pilot Qualifications:

- **VFR Pilot:** Entry-level qualification for operating CAP aircraft under Visual Flight Rules (VFR). Requires:
  - A valid FAA Private Pilot Certificate or higher
  - A current FAA Medical Certificate or BasicMed qualification
  - Completion of CAP-specific airplane training and qualifications
  - Completion of a CAP Pilot Flight Evaluation (CAPF 70-5) in an Airplane
- **Glider Pilot:** Focused on non-powered flight operations. Requires:
  - A valid FAA Glider Pilot Certificate
  - Completion of CAP-specific glider training and qualifications
  - Completion of a CAP Pilot Flight Evaluation (CAPF 70-5) in a Glider
- **Orientation Pilot:** Conducts cadet orientation flights, introducing young members to aviation fundamentals in airplanes and gliders. Requires:
  - For Airplanes:
    - At least 200 hours of Pilot-in-Command (PIC) time in fixed-wing airplanes to fly CAP Cadets
    - At least 300 hours of PIC time in fixed-wing airplanes to fly AFROTC/AJROTC Cadets
  - For Gliders:
    - At least 100 glider flights or a FAA Commercial Glider Pilot Certificate
  - Successful completion of the aircraft-specific Cadet Orientation Pilot Exam on Absorb
  - Completion of CAP-specific Orientation Pilot training
  - Completion of a CAP Orientation Pilot Endorsement on a CAP Pilot Flight Evaluation (CAPF 70-5)
  - Appointment as an Orientation Pilot by your Wing Commander
- **Transport Mission Pilot (TMP):** Conducts non-emergency transport missions, such as moving personnel and equipment. One of the initial steps to becoming a Mission Pilot. Requires:
  - Completion of General Emergency Services (GES) training on Absorb
  - Completion of FEMA IS100 and IS700 courses through FEMA
  - At least 50 hours of Cross County flight time
  - At least 100 hours of PIC flight time (need not be in an airplane)

- **Mission Pilot (MP)**: Operates CAP aircraft for missions such as search and rescue, disaster relief, and emergency response. Requires:
  - TMP qualification
  - Mission Scanner (MS) qualification
  - Completion of FEMA IS200 course through FEMA
  - Completion of Introductory Communications User Training (ICUT)
  - At least 175 hours of PIC flight time to begin training towards MP
  - At least 200 hours of PIC flight time prior to MP Flight Check (Form 91)
  - Completion of MP training and skills evaluation with a qualified MP trainer/skill evaluator (SET)
  - Completion of a MP Flight Check (Form 91) with a MP Check Pilot
- **Instructor Pilot (IP)**: Provides training for CAP pilots, assisting with onboarding, flight reviews, and proficiency checks. Requires:
  - FAA Certified Flight Instructor (CFI) certificate with Airplane Single Engine Land (ASEL) rating
  - Be a current CAP VFR Pilot
  - Completion of CAP-specific training to align with organizational standards
  - Completion of a CAP IP Endorsement on a CAP Pilot Flight Evaluation (CAPF 70-5)
  - Appointment as a CAP IP by your Wing Commander
  - *Note: Being a CFI does not guarantee appointment as a CAP IP. Most Wings utilize internal criteria to determine suitability of candidates. Members seeking to become a CAP IP should work with their Wing DOVs to determine the best path.*

### CAP-Specific Endorsements:

In addition to FAA certifications and CAP qualifications, CAP pilots can pursue endorsements to expand their operational scope. These endorsements include:

- **Complex Aircraft Endorsement**: For aircraft with retractable landing gear, flaps, and a controllable-pitch propeller. Requires an FAA complex endorsement and proficiency demonstration during a CAP Pilot Flight Evaluation.
- **High-Performance Aircraft Endorsement**: For aircraft with engines exceeding 200 horsepower. Requires an FAA high performance endorsement and proficiency demonstration during a CAP Pilot Flight Evaluation.
- **Turbo Endorsement**: For operating turbocharged CAP aircraft. Requires CAP-specific ground and flight training and proficiency demonstration during a CAP Pilot Flight Evaluation.
- **G1000 VFR/IFR Endorsement**: For operating CAP aircraft equipped with Garmin G1000 avionics. Requires completion of CAP-specific VFR or IFR training and proficiency demonstration during a CAP Pilot Flight Evaluation.
- **Tow Pilot Endorsement**: For glider towing operations. Requires FAA Tow Pilot Endorsements and CAP-specific training with a CAP Tow Pilot Trainer.
- **Mountain Flying Endorsement**: For flying in mountainous terrain. Includes training on high-altitude operations, emergency procedures, and terrain awareness.

Refer to the [CAPS 71-Series Standards](#) for detailed training requirements as well as the CAP eLearning Platform, Absorb, for supplemental courses.

## 2.2. Pilot Uploads and Validations

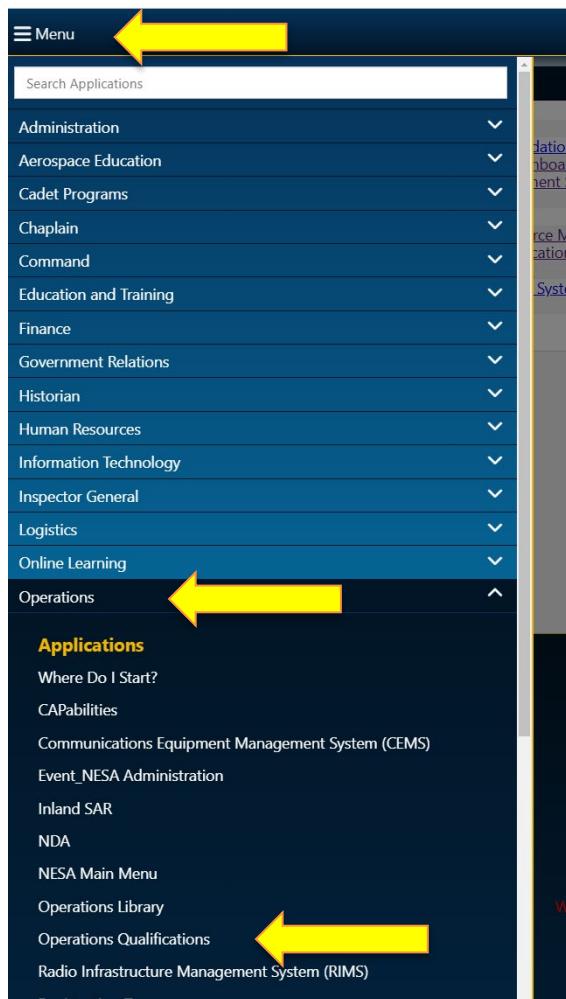
To complete your CAP pilot onboarding, you must upload and validate required documents in Ops Quals. Below is a step-by-step guide structured by the relevant sections in Ops Quals.

### Navigating to and Using Operations Qualifications (Ops Quals)

**STEP 1**  
**LOGIN**  
Proceed to <https://www.capnhq.gov>. Once you've reached eServices, you will see the login page. If you haven't gone through the first-time user process, follow the link on the right labeled **Click here to register** – otherwise, login. This will lead you to the eServices home page.

**STEP 2**  
**MENU**  
Clicking on **Menu** at the upper left corner of the home page, will alternately show or retract the menu bar. In eServices, modules and publications are grouped by functional area. For example, Operations related modules and publications are listed under the Operations menu tab, Cadet Programs tools and publications under the Cadet Programs tab, etc.

Select **Operations** from the Menu, and then select **Operations Qualifications** from within that dropdown menu.

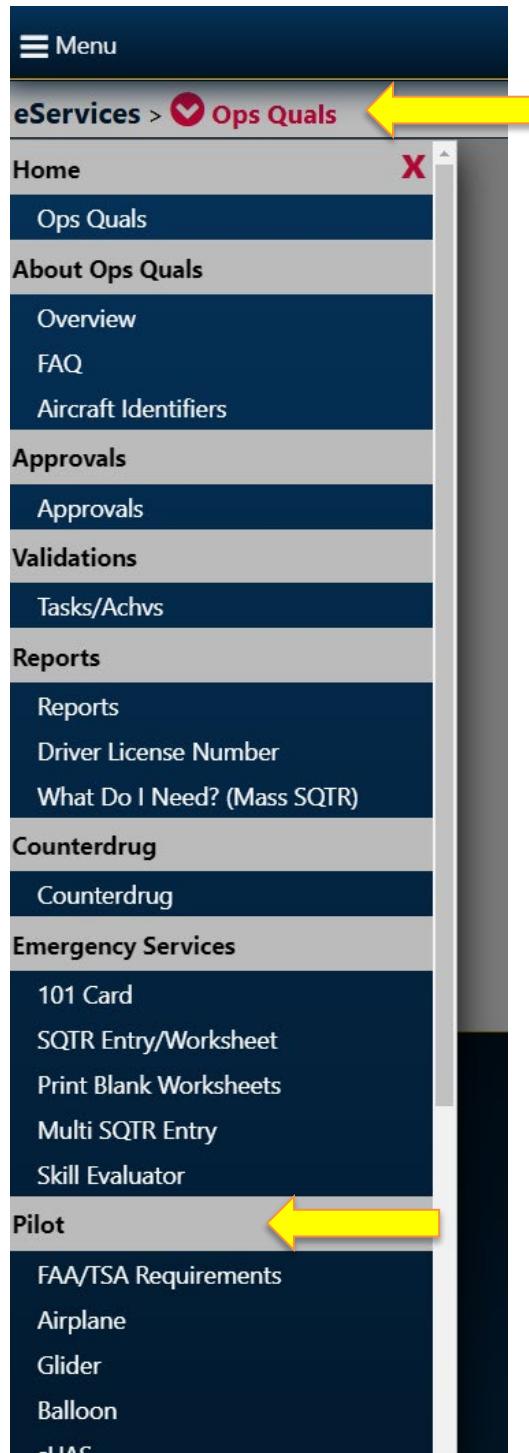


## STEP 3

### NAVIGATING TO OPS QUALS

Once you have entered the *Operations Qualifications* page, you will need to open the menu within Ops Quals. This is done by selecting the red **Ops Quals** menu at the top left of the page, under the *Menu* bar.

Within this menu, you will see several modules (*Reports*, *Emergency Services*, *Pilot*, etc.). In order to complete the uploads and validations specified within this section, you will be navigating to the *Pilot Module* and entering the pages under it in order to make entries which will later be validated.



## STEP 4 UPLOADS

Before entering data in *Ops Quals*, you must upload all supporting documents. Use the *View/Upload Documents* link located at the top of any of the pages under the *Pilot Module*.

After selecting the **View/Upload Documents** link, a popup will display. Navigate to the **Pilot** tab across the top, and this is where you will upload your documents.

- Note: For each upload, you will need to select a document type. The Aircraft Type dropdown is only required when uploading CAP CAPF 70-5 or Form 91 documentation and will not be used during this portion of the pilot onboarding.
- Note: Documents need to be less than 3MB in order to be uploaded. For this reason, it is encouraged to use document scanners rather than photos of documents.
- Note: Some items, such as the TSA Training Certificate for CFI and the Driver License upload are not done through the *View/Upload Documents* link, and instead are uploaded directly through the entry on the page. These items are noted in the following pages.

The top screenshot shows the 'eServices > Ops Quals' page. A yellow arrow points to the 'View/Upload Documents' link. The bottom screenshot shows a 'Qualifications for Capt Joseph Keller' dialog box. A yellow arrow points to the 'Pilot' tab. Another yellow arrow points to the 'Upload Pilot Files' button. A third yellow arrow points to the 'Documents Uploaded' table, which lists three files: CAPF\_70-5\_(Annual)\_C1B2\_1.pdf, CAPF\_70-5\_(Annual)\_C1B2\_2.pdf, and CAPF\_70-5\_(Initial)\_C1B2\_1.pdf.

## STEP 5 DATA ENTRY

After you have uploaded all of your documentation, you will need to navigate to each page to make data entries. These entries will trigger a validation process, which is why it is necessary for you to ensure uploads are completed before you make data entries.

### **Required Uploads:**

- FAA Pilot Certificates: Ensure it is signed, and upload front and back in one .pdf file.
- FAA Instructor Certificate: Ensure it is signed, and upload front and back in one .pdf file.
- Medical Certificates or BasicMed Documents: Ensure it is signed, and upload in one .pdf file.
  - For BasicMed, only the signature page of the medical exam and the course certificate are required. Do not upload the complete medical exam.
- Flight Review Documentation: Upload either a logbook entry, Page 2 of an FAA Wings Certificate (endorsement), FAA Pilot Certificate issued within the preceding 24 months, or similar evidence.
- PIC Hours: Upload the last logbook page showing totals for PIC and cross-country time. Upload must be legible, signed and dated by the member.
- FAA Endorsements: Include endorsements for Complex Aircraft, High Performance, Glider or Aero Tow. All endorsement uploads must be legible, signed by an authorized instructor and signed and dated by the member.
- Solo Endorsements (if applicable): For student pilots only, upload legible, signed endorsements from an authorized instructor.
- TSA Training Certificate: For instructors only. Upload this document directly to the TSA Training section on the FAA/TSA Requirements page.

### **Standard Upload Rules:**

- All files should be in .pdf format.
- Ensure that all documents requiring a signature are signed and dated.
- Combine multi-page documents (e.g., front and back of certificates) into a single .pdf file.



**DO NOT CONTINUE WITHOUT FIRST UPLOADING YOUR DOCUMENTS!**

# FAA/TSA Requirements Page



## Data Entries on the FAA/TSA Requirements Page:

- **FAA Certificates**
  - The first section is *FAA Certificates*. Click the appropriate check boxes for the certificate(s) you currently hold.
- **FAA Instructor Ratings**
  - The second section is *FAA Instructor Ratings*. If you hold an instructor certificate, select the certificate expiration date then make the appropriate instructor certificate selections using the check boxes below the date selector.
- **Medical**
  - The third section collects your FAA Medical information. Under *Medical Type*, check the box that represents the type of medical you currently hold then select the **Medical Class** box appropriate to the class medical you have been issued.
  - The **Medical Date** selector is used to enter the date the physical was issued. Ops Quals will automatically compute your expiration date.
  - *Note: If you have a special issuance medical, the date selector will change from "Medical Date" to "Special Medical Expiration" – in this instance the date selector must be used to pick the expiration date, not issuance.*
- **Basic Medical (BasicMed)**
  - Under the *BasicMed* section, if applicable, you will enter the date you completed the BasicMed course in the date selector, and the date you completed your BasicMed exam in the date selector.
  - *Note: Upload these documents using the links provided in this section and not through the View/Upload Documents link.*
  - *Note: BasicMed requires you to upload your Driver License. This process is described later in this guide.*
- **Flight Review**
  - You may enter the date of your most recent flight review (if still valid) or the date you last completed a FAA Wings Program phase satisfying the flight review requirement.
  - *Note: You can link your FAA Wings account with Ops Quals to receive credit for both Flight Reviews and safety education. This process is described earlier in this guide.*
- **Additional Training IAW 14 CFR 61.31**
  - If you have logbook endorsements for completion of any of the listed FAA endorsements (*Complex, High Performance, etc.*), select the appropriate items.
- **Instructor Pilot TSA Training IAW 49 CFR 1552.23**
  - If you are a flight instructor, TSA training is required. Enter the date you completed the TSA training in the date selector. Ops Quals will automatically compute your expiration date.
  - *Note: Upload this document using the link provided in this section and not through the View/Upload Documents link.*
- **Submit**
  - After entering all of the above information, click **Submit** at the bottom of the page. This will send these items for review through the validation process.

<h2>Prerequisites Page</h2>	<p><b>Data Entries on the Prerequisites Page:</b></p> <ul style="list-style-type: none"> <li>• <b>Statement of Understanding</b> <ul style="list-style-type: none"> <li>○ All pilots must complete the <b>Statement of Understanding</b> before flying CAP aircraft. This is a one-time acknowledgement; you won't have to complete it again.</li> </ul> </li> <li>• <b>PIC</b> <ul style="list-style-type: none"> <li>○ Some qualifications in CAP have a minimum PIC time requirement. Since your most recent logbook page has already been uploaded, you simply need to now check the boxes that correspond with your current level of experience.</li> <li>○ <i>Note: Select all PIC options that are applicable, including lower quantities. For example, if you have 300 hours of PIC time, select 300, 200, 175 and 100 hours.</i></li> </ul> </li> <li>• <b>Cadet Orientation Pilot</b> <ul style="list-style-type: none"> <li>○ Once you complete the online exam for orientation pilots these boxes will indicate complete.</li> <li>○ <i>Note: There is no action necessary for this item at this time, however it will be referenced later in this guide.</i></li> </ul> </li> <li>• <b>CAP G1000 Transition Training</b> <ul style="list-style-type: none"> <li>○ CAP requires formal G1000 training or demonstrated experience prior to attempting a CAP Pilot Flight Evaluation (CAPF 70-5) in a G1000 aircraft. CAP G1000 Transition Training is outlined in CAPS 71-1, <i>Aircrew Training, Airplane</i>.</li> <li>○ <i>Note: There is no action necessary for this item at this time, however it will be referenced later in this guide.</i></li> </ul> </li> <li>• <b>Miscellaneous</b> <ul style="list-style-type: none"> <li>○ The <i>Miscellaneous</i> section captures pilot-specific training that you complete on the CAP eLearning Platform, Absorb. Certain courses expire, and those dates will be indicated in this section.</li> </ul> </li> <li>• <b>Submit</b> <ul style="list-style-type: none"> <li>○ After entering all of the above information, click <b>Submit</b> at the bottom of the page. This will send these items for review through the validation process.</li> </ul> </li> </ul>
<h2>Driver Permissions Page</h2>	<p><b>Data Entries on the Driver Permissions Page (BasicMed Only):</b></p> <ul style="list-style-type: none"> <li>• <b>Minimum Requirements for BasicMed</b> <ul style="list-style-type: none"> <li>○ All pilots using BasicMed are required to upload their Driver License through the <i>Driver's Permissions Module</i>.</li> <li>○ Select the appropriate checkbox on the left side of the screen for each task, enter the date or make the appropriate selection from the dropdown as necessary, and click <b>Submit</b> at the bottom of the page.</li> <li>○ While it is advantageous for all CAP pilots to submit for their CAP driver's permissions, this is a necessary step for BasicMed pilots specifically. The following items must be submitted for BasicMed pilots: <ul style="list-style-type: none"> <li>▪ <b>Driver License Number</b></li> <li>▪ <b>Issuing State of Driver's License</b></li> <li>▪ <b>State Driver's License Expiration Date</b></li> </ul> </li> <li>○ <i>Note: Reference the Driver's Permissions Instructions link at the top of the Driver's Permissions Module page in Ops Quals for additional information.</i></li> </ul> </li> </ul>

## What Do I Need?

Pilot
FAA/TSA Requirements
Airplane
Glider
Balloon
sUAS
Mission Pilot
Prerequisites
<a href="#">What Do I Need?</a>

- The *What Do I Need?* tool is a fantastic way to quickly identify what has been submitted, validated, and what you still need for specific qualifications. To use the tool, select the **CAP Qualification** from the dropdown that you are seeking to check your progress on. As a new pilot, the most basic qualifications for you to complete are *VFR Pilot* or *Glider Pilot*.
- Once you've selected a qualification, a table will load. This table will include a section heading for each requirement specifying the requirement name and the number of the listed tasks which must be completed.
- If the required number of tasks have been satisfied, a will precede the section heading. If a requirement is not complete, you will see a which indicates something needs to be completed from the list of tasks below.

- Minimum Hours - Number of Required Tasks - 1		
<a href="#">PIC 200 hrs</a>	30 May 2018 - (Active)	Does not expire - (Active)
<a href="#">PIC 300 hrs</a>	30 May 2018 - (Active)	Does not expire - (Active)

- Note: Most of the tasks are hyperlinked. When you click on a task name it will take you to the form that allows you to input its completion details or other pertinent information.*

## 2.3. Summary of Regulations, Standards, Pamphlets and Courses for Part 2

During Part 2 of this guide, you will need to review and/or complete the following:

### Regulations:

- CAPR 60-1, *Cadet Program Management*
- CAPR 70-1, *Civil Air Patrol Flight Management*
- CAPR 160-1, *Civil Air Patrol Safety Program*
- CAPR 160-2, *Safety Reporting and Review*

### Standards:

- CAPS 71-1, *Aircrew Training, Airplane* or CAPS 71-2, *Aircrew Training, Glider*

### Pamphlets:

- CAPP 60-40, *Cadet Orientation Flight Program Guide*

### Operations Plans (OPlans):

- CAP AFROTC and AFJROTC Operations Plan

### CAP eLearning Courses (Absorb):

- Within the CAP Pilot Onboarding Program* curriculum:
  - CAPs Online Systems* course
- Familiarization Training* courses/*Endorsement and Qualification Training* as appropriate to your Training Plan

## **2.4. Knowledge and Tasks Checklist for Part 2**

### **Pilot Qualifications and Endorsements**

- Determine the CAP pilot qualification(s) or endorsements to pursue and ensure these are reflected on your Training Plan Worksheet
- Ensure you meet the FAA and CAP prerequisites for the qualification or endorsement you are pursuing

### **Uploads and Data Entries**

- Upload all required documents to Ops Quals
- Complete entry selections for the FAA/TSA Requirements page and Prerequisites Page under the Pilot Module of Ops Quals
- Complete entry selections for the Driver Permissions page under the Driver Permissions Module of Ops Quals

### **Follow Up on Validations and Track Requirements**

- Use the What Do I Need? Tool in Ops Quals to monitor progress for your entries
- Confirm completion of all prerequisites and document validations before proceeding to Part 3 which begins CAP pilot and qualification training

## PART 3: EXECUTING YOUR TRAINING PLAN AND FLYING SORTIES

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This section outlines the key steps and processes involved in carrying out the training plan, transitioning from planning to active participation. It ensures new CAP pilots are equipped with the knowledge, skills, and operational readiness to meet CAP's high standards of professionalism and safety.

### 3.1. Preflight Readiness

Preparation is the cornerstone of safe and effective CAP flight operations. This step ensures that both the pilot and mission are ready to proceed by focusing on risk management, mission planning, airworthiness, and mentorship.

#### Risk Assessment and Mission Planning:

- *Risk Assessment Worksheet (RAW):*
  - Complete the RAW to identify and mitigate potential risks, such as weather, crew readiness, and mission complexity.
  - Collaborate with your mentor or Flight Release Officer (FRO) to ensure a thorough and accurate risk assessment.
- *WMIRS Mission Planning:*
  - Log mission details in WMIRS, including sortie information, assigned crew, and aircraft specifics.
  - Attach risk assessments and route plans for operational review.
- *Electronic Flight Release (eFR):*
  - Complete the eFR process through WMIRS, ensuring all mission and risk assessment details are accurate and approved by the FRO.

#### Airworthiness: Aircraft and Pilot Readiness:

Airworthiness is not just about the condition of the aircraft but also about the pilot being fit and ready to operate. Both must meet CAP standards before any flight.

- *Aircraft Airworthiness:*
  - *Preflight Inspection:* Conduct a detailed inspection of the aircraft using the CAP checklist and Pilot Operating Handbook (POH) or Aircraft Flight Manual (AFM).
  - *Status Check:* Verify that the aircraft is mission capable and confirm no discrepancies which affect safety or flight or any overdue inspections. This is done through the Aircraft Maintenance Repair and Documentation (AMRAD) Module.
  - *Aircraft Documentation:* Ensure that the Aircraft Information File (AIF) contains up-to-date records.
- *Pilot Airworthiness:*
  - *Fitness for Duty:* Confirm you are well-rested, hydrated, and not under the influence of any medication or condition that could impair performance.
    - Ensure you comply with CAP duty day limitations IAW CAPR 70-1, *CAP Flight Management*
  - *Required Documents:* Verify that you have the following:
    - FAA Pilot Certificate
    - Current FAA Medical Certificate or BasicMed documents
    - CAP ID Card and government-issued photo ID
    - Pilot logbook with endorsements and flight review documentation

### **Instructor Pilot Verification:**

CAP Instructor Pilots who are completing onboarding and training flights have the responsibility of verifying all aircraft and crew requirements IAW CAP Regulations and Standards.

- Verify Aircraft Status:
  - Double-check AMRAD and AIF to ensure all inspections are current and that no discrepancies exist.
  - Conduct a thorough preflight inspection, paying attention to critical systems like landing gear, avionics, and fuel systems.
- Coordinate with Pilot Onboarding Mentor:
  - Review the planned flight objectives to ensure alignment with the training plan.
  - Discuss any anticipated challenges or areas for skill development.
- Review Required Documentation:
  - Confirm that all necessary pilot and aircraft documentation is accessible and up to date.

### **Preflight Mentorship:**

- Mentors and instructors provide oversight and guidance during preflight planning, ensuring new pilots understand the processes and procedures.
- Key mentorship areas include risk management, airworthiness evaluations, and documentation accuracy.

## **3.2. Postflight and Safety Responsibilities**

- Aircraft Inspections:
  - Perform a thorough postflight inspection to identify any discrepancies or maintenance needs.
  - Document and report any issues through AMRAD or WMIRS.
- Debriefing:
  - Conduct a mission debrief with your mentor or crew, focusing on lessons learned and areas for improvement.
  - Complete the mission debrief in WMIRS as required.

### **Safety and Risk Management:**

- Safety Reporting:
  - Report safety incidents or hazards in CAPSIS, ensuring compliance with CAP's safety policies.
- Recurrent Training:
  - Participate in periodic safety briefings and risk management training.

### 3.3. Using Web Mission Information & Reporting System (WMIRS)

The Web Mission Information & Reporting System (WMIRS) is the system used to manage all mission activities for both ground and air assets. As a pilot, you will use WMIRS with every single flight because an aircraft only moves when on a mission and sortie that has been released through WMIRS. This section will explore the basic functions of WMIRS including mission selection, sortie creation, briefing/debriefing sorties, uploading receipts, and navigating helpful functions like the aircraft Scheduling and Maintenance Modules.

- Note: Like many systems you have probably used outside of CAP, WMIRS has multiple paths to accomplish the same task. This guide will simply show you one method of accomplishing the task.*

#### Navigating to WMIRS

##### STEP 1

###### LOGIN

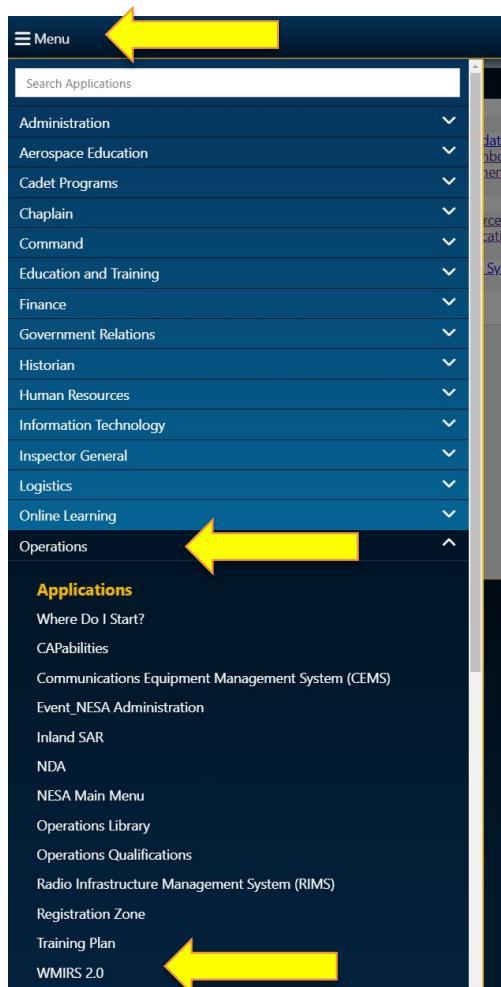
##### STEP 2

###### MENU

Proceed to <https://www.capnhq.gov>.

Clicking on **Menu** at the upper left corner of the home page, will alternately show or retract the menu bar.

Select **Operations** from the *Menu*, and then select **WMIRS** from within that dropdown menu.



## WMIRS Navigation



### WMIRS Navigation Menu and Using Advanced Search:

- **Navigation Menu**
  - Upon logging into WMIRS, you'll see a navigation menu on the left-hand side, available throughout the system. This menu consists of expandable modules with functions specific to various roles:
    - Command Menu: Access *Current Missions*, the primary page for sortie management.
    - Support Menu: Includes *Reports*, *Maintenance Module*, and *Scheduling Module*, among others.
  - *Note: Depending on your duty assignments and permissions, you may see variations in menu content.*
- **Advanced Search**
  - The *Advanced Search* feature allows you to locate missions efficiently. To access the *Advanced Search* menu, from the home screen, select the carrot next to *Advanced Search*. This will drop the Advanced Search Window down
  - Input search criteria, such as:
    - *Mission Number*
    - *Date Range*
    - *Mission Type*
    - *Mission Status*
  - Review the filtered results under the *Currently Viewing The Following Saved Filters* section. All of the Missions you are now seeing are within this filter.

The screenshot shows the "Current Missions" page. At the top, there's a search bar labeled "Enter New Mission" and a "Advanced Search" button with a yellow arrow pointing to it. Below that is a table with columns: Wing/Region, Date Range, Mission No., Mission Type, Mission Symbol, and Age. The "Mission Type" column lists: AFJROTC ORIENTATION, AFROTC ORIENTATION, Air Defense Target, Air Transport, Annual A Mission, and Annual B Mission. On the left, there are filters for "With Saves" and "With Finds", and mission status checkboxes for OPEN, PENDING, CLOSED, CANCELLED, and DISAPPROVED. Buttons for "Search", "Reset to Default Search", and "Old Advanced Mission Search" are at the bottom. A yellow arrow points to the "Currently Viewing The Following Saved Filters" section, which contains: Wings/Regions: NC and Status: OPEN. The "Status: OPEN" part is highlighted with a red box.

## Current Missions Page (Home Screen)

### WMIRS Current Missions Page (Home Screen)

- The *Current Missions* page displays all of the missions within CAP based on the filters setup previously using the *Advanced Search* criteria.
- The table is sortable by column, with each row representing a different mission.
- Each mission is color-coded to represent a particular status:
  - GREEN** represents OPEN
  - YELLOW** represents a PENDING mission
  - Note: The other colors and their meanings are displayed at the top of the table*
- Note: Many members may see Missions for both their Wing and Region (for example, NC and MAR). Many of these Mission Names will be the same (for example, Annual Form 5/91 Eval). When building sorties, it is important to use the correct mission, which will in most cases be the mission for the Wing.*

Column Name	Description
<b>Mission No.</b>	A unique identifier for the mission. <i>Note: Clicking on the link opens the Mission Information Page for that mission.</i>
<b>Mission Symbol</b>	Mission Symbol approved for the mission <i>Note: For additional information on Mission Symbols, look at CAPS 72-2, Mission Symbols.</i>
<b>Mission Name</b>	A descriptive title for the mission
<b>Start/End Dates</b>	Operational time frame of the mission
<b>Location</b>	Wing or Region where the mission is located
<b>Mission Type</b>	Displays the core function or purpose of the mission
<b>Air/Ground Sorties</b>	Totals of each type of sortie within each mission <i>Note: Clicking on the link opens the Sortie page for that mission.</i>

OPEN PENDING CLOSED CANCELLED DISAPPROVED						
Mission No	Request No	Mission Symbol	Mission Name	Mission Start	Mission End	Last Update
24-1-5849	REQ-24-4190	B10	FEMA Hurricane Helene Support	29 Sep 2024	18 Oct 2024	NC
25-A-2986	RFO-25-1513	A7	Annual Form 5/91 Eval	30 Sep 2024	26 Sep 2025	NC

## Air Sortie List Page

### Air Sorties List page within Missions

- The Air Sortie List page displays all air sorties for a specific mission. You access this page by clicking on the hyperlink for the **Air Sortie** count on the *Current Missions* page
- At the top of this page, depending on your permissions, you will see different options, including the **Add Powered Sortie** button. This button will be used in the next section.
- Note: There is also an option to filter sorties by date, export the sortie list to Excel, and view the Mission Number, Mission Type and Mission Symbol.*

Column Name	Description
<b>Actions</b>	Links for Editing the sortie or navigating to the Briefing/Debriefing pages of the sortie
<b>Approval Status</b>	Displays the phase the sortie is in ( <i>Pending, Released, Completed, Canceled, etc.</i> )
<b>Sortie Number</b>	Unique sortie identifier (A0034)
<b>Sortie Date, Estimated Start and Estimated End Times</b>	Date, estimated arrival and estimated departure times for the sortie <i>Note: These are derived from the sortie based on the information entered when the sortie was created.</i>
<b>Sortie Type</b>	Displays the type of sortie <i>Note: Missions have certain approved sortie types that may be flown for that mission (Relocation, Maintenance, etc.).</i>
<b>Tail No.</b>	Displays the tail number of the airplane being used
<b>Pilot</b>	Displays the Pilot name
<b>ORM Score</b>	Displays the score from the Risk Assessment Worksheet (RAW) entered by the pilot <i>Note: More information about this will be covered later in this section.</i>
<b>eFR</b>	Indicates if the flight has been released or not. <i>Note: More information about this will be covered later in this section.</i>

The screenshot shows the WMIRS Air Sortie List page. At the top, there are navigation links: eServices > WMIRS > Mission Info > Air Sortie List. Below the header, there are four buttons: Add Powered Sortie, Add Glider Sortie, Approve Sorties, and Deleted Sorties. To the right of these buttons is a 'Mission Number' field containing '25-A-3388'. Below the buttons is a 'Filter by Sortie Date' dropdown menu set to 'All Sorties'. To the right of the dropdown is an 'Export to Excel' button. The main area is titled 'Powered Sorties' and contains a table with the following data:

	Approval Status	Sortie	Sortie Day	Est. Departure	Est. Arrival	Sortie Type	Tail No.	Hours	Fuel/Oil	Pilot
Edit   Brief   Debrief   Release	Pending Release	A0070 (A12)	12/11/2024	07:00 (KEWN)	08:00 (KEWN)	PCT7	N179CP (C182/G1000)	0.00	0.00	Williams , Ernest
Edit   Brief   Debrief   Release	Pending Release	A0025 (A12)	12/03/2024	13:45 (AVL)	15:15 (FQD)	PCT7	N963CP (C182/G1000)	0.00	0.00	Meranda , Andri
Edit   Brief   Debrief   Release	Pending Release	A0064 (A12)	12/02/2024	17:30 (KAVL)	19:00 (KAVL)	PCT04	N689CP (C172/G1000)	0.00	0.00	Reed , John D (E

## Adding or Editing an Air Sortie

### Adding/Editing an Air Sortie

- From the *Air Sortie List* page, clicking on **Add Powered Sortie** at the top of the page, or clicking on **Edit** from the *Actions* column next to an existing sortie, will take you to the *Sortie Information* page.
- Once the *Sortie Information* page is open, simply enter information into all of the fields and select the **Add Sortie** or **Update Sortie** button at the bottom of the page to save your work.

Field Name	Description
Sortie Type	Select from dropdown (e.g., Orientation, Proficiency)
Sortie Date	Select the scheduled date
Departure Airport	Enter the ICAO code for the departure location
Estimated Departure (ETD)	Enter the planned engine start time <i>Note: Pay attention to the time zone. WMIRS defaults to Zulu time (Z). This can be changed for your specific account by clicking on the link and changing the setting.</i>
Destination Airport	Enter the ICAO code for the arrival location
Estimated Arrival (ETA)	Enter the planned engine shutdown time
Tail No.	Enter or select the aircraft identifier, starting with "N" <i>Note: This selection will auto-populate the Call Sign, True Airspeed (TAS), Color/Description, Corp/Member A/C, Fuel (In Hours), Home Base, and Equipment on Board sections</i>
Crew Contact Info	Enter name, phone and email of the PIC

- After entering a new sortie, the screen will refresh, and some new selection items will appear at the bottom of the page:
  - Request Flight Release Officer(s): This link opens a window that allows selection of one or more flight release officers (FRO). This is not a required selection but will help the FRO find your flight more quickly when it comes to time to get a flight release.
  - Discrepancy Log: The aircraft discrepancy log link becomes visible now that an aircraft has been selected. This is one of several methods of accessing the discrepancy log for the aircraft.
  - Crew/Pax: Crew and Passenger (pax) selection consists of a series of drop downs. The number of crew drop downs will match the number of seats available in the aircraft type selected. The first selection is the front left seat. The second selection is the front right seat.
    - Note: A common first flight is with a CAP Pilot trainee and an Instructor Pilot. The new pilot will be in station 1 (front left seat) and be marked as a CAPF 70-5 Trainee, while the Instructor Pilot will be in station 2 (front right seat) and marked as an Instructor Pilot.*
    - Note: Additional information about adding and selecting passengers is provided in the next section.*

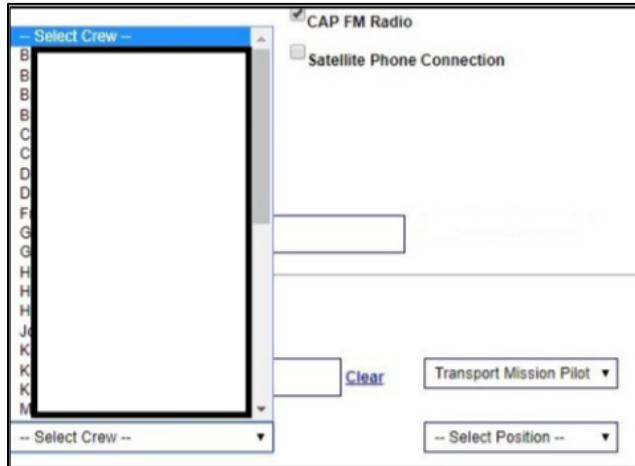
## Selecting Members under the Crew/Pax Section of the Sortie Info page

### STEP 1

#### SIGN IN NEW MEMBERS

In the select crew drop down, scroll to the bottom of the list and select **Sign In New Person**.

- *Note: if the person is already signed in, simply select that member.*



### STEP 2

#### FIND MEMBERS BY CAPID

In the space provided enter the CAPID(s) of the member(s) to be added to the mission sign in. Up to four CAPID numbers may be entered at a time. The member(s) selected will be returned after searching in a table. The table will show their sign in status, membership status, and safety currency. Additionally, the selection of the role the member will perform will be selectable.

*Note: There is an individual and a group sign-in. Either sign-in method will allow sign in of a single member.*

### STEP 3

#### ASSIGN CREW POSITION

After signing in a member and upon returning to the sortie page, ensure the member has been selected if not automatically loaded. Once the member is selected use the adjacent selection box to assign a duty to the member on the sortie. The roles available vary based on the type of mission being flown.

Click **Update** at the bottom of the screen.

## Completing the Brief Sortie Page

- The *Brief Sortie* page is a form used to collect all preflight mission information. The *Brief Sortie* page is accessible from the sortie edit page by clicking the **Brief Sortie** button on the bottom of the screen.
  - Note: Not all fields are applicable to all sorties. Different missions have different requirements and, depending on the type of flight being briefed, the information required will vary. As you progress to mission pilot training you will learn about mission planning. For those fields not being completed, the recommended practice is to enter "N/A", leaving no field blank.*
- Some basic information that should be included for all sorties on the brief sortie page includes:

Field Name	Description
<b>Sortie Objectives</b>	Clearly define the flight's purpose, and any specific objectives to be accomplished
<b>Route of Flight</b>	Include all waypoints and significant landmarks
<b>Hazards to Flight</b>	Include any specific hazards to the flight, such as known areas of congestion, airspace restrictions, towers, etc.
<b>Weather (Current and Forecast)</b>	Include expected weather conditions at departure, enroute and arrival locations

- Note: There are specific requirements for information based on sortie type, especially for Air Force Assigned Missions (AFAM) which are missions funded by the US Air Force. For additional clarification on specific pieces of information to be entered by mission type, see CAPS 72-2, Mission Symbols.*

The screenshot shows the 'Brief Sortie' form with several fields highlighted by red boxes:

- Sortie Objectives:** A large text area containing "Waldo imagery of the south Brevard area at tasked by FEMA" is highlighted.
- Route Of Flight:** A text area containing "As reqd" is highlighted.
- Hazards To Flight:** A text area containing "Other SAR act" is highlighted.
- Current Local WX:** A dropdown menu with "Optional Description" is highlighted.
- Forecast Local WX:** A dropdown menu with "Optional Description" is highlighted.
- Current En Route WX:** A dropdown menu with "Optional Description" is highlighted.
- Forecast En Route WX:** A dropdown menu with "Optional Description" is highlighted.
- Operations WX:** A dropdown menu with "Optional Description" is highlighted.
- Forecast Area Of Operations WX:** A dropdown menu with "Optional Description" is highlighted.
- Flight Plan Required:** A checkbox labeled "None" is highlighted.
- Flight Plan Opened:** A checkbox labeled "None" is highlighted.

# Risk Assessment Worksheet (RAW)

## CAPF 104

### Completing the Preflight Risk Assessment

- Completion of the preflight risk assessment worksheet (RAW) is a necessary step prior to any flight being released. More information about the flight release process is included later on in this guide.
- It is the responsibility of the PIC of the flight to complete the RAW.
- The RAW is accessed through the *Sortie Info* page by selecting **ORM** at the bottom of the page.
- Clicking on **ORM** will open up a new window that includes all of the risk assessment questions. Each item requires a response. After completing the form, select **Submit** at the bottom of the form.
- Once the form has been submitted, you can close the dialogue window with the *RAW Survey* and then notice the grey toolbar **ORM** button will be replaced by hyperlinked text that describes the risk assessment. This score helps determine if the FRO or a higher-level staff member must approve the sortie.

[ORM Low](#)

- Additional information about the RAW and Flight Release process are included later in this guide.

A screenshot of the WMIRS software interface. At the top, there are several input fields: a text field containing "Mogavero , Marc A (661062)", a "Clear" button, and a dropdown menu labeled "Mission Scanner". Below these are two dropdown menus: one labeled "-- Select Crew --" and another labeled "-- Select Position --".



### Generating a CAPF 104, Aircrew Briefing Worksheet, from WMIRS

- The CAPF 104 is the *Aircrew Briefing Worksheet*. The **Form 104** button appears on the bottom of sortie brief/debrief pages.
- The **Form 104** button loads an electronically completed CAPF 104 based on the information entered on the sortie pages. This form can be used as an aid when flying to record specific information and notes.
- Note: As you progress to mission pilot training, the purpose and uses of this form will be explored more in depth. However, in many CAP publications, you will see reference to a CAPF 104, and it is generally intended to mean the information entered in WMIRS.*

## Sortie Debriefing

### Completing the Debrief Sortie Page

- The *Debrief Sortie* page is a form used to collect all postflight mission information. This page is used after the flight to record basic information about the flight and is required for all flights. The *Debrief Sortie* page is accessible from the *Sortie Info* page by clicking the **Debrief Sortie** button on the bottom of the screen.
- Note: Debriefing a sortie is a critical aspect of CAP flying. Since so many of our flights are funded by appropriated funds, CAP is required to furnish appropriate documentation justifying the use of funds. For that reason, a thorough debrief of every flight is a requirement of all CAP pilots.*
- A detailed explanation of each field is below. Unless indicated, all fields are required.

Field Name	Description
<b>Flight Plan Closed</b>	Checkbox indicating the flight plan has been closed, if applicable
<b>ATD (Actual Time of Departure)</b>	Enter the wheels up time <i>Note: Consider the timezone settings of your local WMIRS</i>
<b>ATA (Actual Time of Arrival)</b>	Enter the wheels down time <i>Note: Consider the timezone settings of your local WMIRS</i>
<b>Hobbs (Start/End)</b>	Record Hobbs meter start and end values as logged in the aircraft
<b>Tach (Start/End)</b>	Record tachometer start and end values as logged in the aircraft
<b>Hobbs To/From</b>	Time for engine startup to operational area and return <i>Note: This field may be left blank if not applicable</i>
<b>Hobbs In Area</b>	Time spent in the operational area <i>Note: This field may be left blank if not applicable</i>
<b>Hobbs Total</b>	Automatically calculated total Hobbs time. Verify against actual logs
<b>No Fuel</b>	Check the No-Fuel box if no fuel was added during the sortie  <i>Note: There are many instances where multiple sorties are flown under the same mission number, and a single refuel is done. Fuel quantities and dollar amounts should not be manually split up amongst sorties in these cases, and so it is appropriate to have sorties with No Fuel indicated. Instead, in the REMARKS section of the No Fuel sortie, you should reference the sortie number to indicate which sortie contains the single fuel receipt and fuel quantity information. Likewise, on the sortie containing the fuel information, you should indicate the No Fuel sorties in the REMARKS section.</i>
<b>Fuel Used (Gal)</b>	Enter the exact number of gallons of fuel used as per receipt
<b>Oil Used (Qt)</b>	Enter the number of quarts of oil used <i>Note: This field may be left blank if not applicable.</i>
<b>Fuel &amp; Oil Cost</b>	Total cost of fuel and oil used, regardless of funding source
<b>Receipt #</b>	Include the receipt or invoice number from the vendor

**Sortie  
Debriefing  
(continued)**

Field Name	Description
<b>Wing Paid -or- NHQ Credit Card Paid</b>	Checkbox if the Wing or if NHQ is paying for the sortie
<b>Reimburse To</b>	Enter the CAPID of the member to be reimbursed for out-of-pocket expenses (if applicable) <i>Note: this will default to NHQ if NHQ Credit Card Paid is selected. Otherwise, it will default to the Wing that is responsible for the sortie.</i>
<b>Direct Pay to Member</b>	Checkbox for direct deposit reimbursement (ensure direct deposit account setup with NHQ)
<b>Fuel Receipt File</b>	Upload a scanned copy of the fuel receipt <i>Note: see Uploading and Annotating Receipts section of this guide for additional information.</i>
<b>Delete Receipt</b>	Remove an uploaded receipt if needed
<b>Sortie Files</b>	Upload additional documentation required for the mission <i>Note: see CAPS 72-2, Mission Symbols, for additional required documentation based on mission type/symbol.</i>
<b>Summary</b>	Summarize the sortie, including notes on effectiveness, mission outcomes, etc.
<b>Results/Deliverables</b>	Specify specific results of the deliverables/objectives which were identified on the Brief Sortie page
<b>Weather Conditions</b>	Summarize the weather conditions during the flight
<b>Remarks</b>	Include general remarks not captured in other fields
<b>Sortie Effectiveness</b>	Rate sortie effectiveness: <ul style="list-style-type: none"> <li>• <u>Successful</u>: Objectives fully met. Updates sortie status to "Complete"</li> <li>• <u>Marginal</u>: Objectives partially met. Add remarks for clarification/context</li> <li>• <u>Unsuccessful</u>: Objectives not met. Add remarks for context</li> <li>• <u>Not Flown</u>: Sortie was prepared but not flown. Add remarks for explanation/context</li> <li>• <u>Not Required</u>: Sortie deemed unnecessary. Add remarks for clarification</li> </ul>
<b>Reason (if not successful)</b>	Select the primary reason for sortie failure or delay. Include remarks
<b>Reason (Other)</b>	Provide additional details if no predefined reason applies
<b>Phone Debriefing</b>	Checkbox if the sortie debrief was conducted via phone instead of in person with the FRO
<b>Debriefer (Name &amp; CAPID)</b>	Record the CAPID of the debriefer <i>Note: this will be the FRO in most cases.</i>
<b>Time &amp; Date Debriefed</b>	Enter the date and time (Zulu or local) of the debrief

- *Note: There are specific requirements for information based on sortie type, especially for Air Force Assigned Missions (AFAM) which are missions funded by the US Air Force. For additional clarification on specific pieces of information to be entered by mission type, see CAPS 72-2, Mission Symbols.*

# Receipts and Methods of Payment

## WMIRS Support Menu



## Payment Methods, Annotating and Uploading Receipts

- Although most sorties are funded through appropriated funds, members have the option to self-fund flights, which warrants an understanding of both processes during the sortie debrief process.
- Regardless of who is paying for the flight, the fuel/oil receipt must always be annotated and uploaded to the sortie.
- **Using the NHQ Credit Card (EFS)**
  - EFS MasterCard's are provided for use on all AFAM sorties with an "A" mission symbol in addition to other NHQ reimbursable missions.
  - When using the card, a PIN may be required. The pin will be the first four digits of the tail number. For tail numbers with only three numbers a zero is used for the last digit (*i.e.* N99040 = 9904, N894CP = 8940).
  - If a billing zip code is required, 36112 must be used (*zip code for NHQ*).
  - If a Driver Number is requested, the PIN should be used.
  - If mileage is requested, enter any number as there is no mileage validation required.
- **Member-Funded Flights (Personal Credit Card)**
  - A personal credit card must be used for all member-funded flights
  - Use of the NHQ EFS MasterCard or Wing AVCARD is not authorized for payment of member funded flying.
- **Aircraft Maintenance Cost (Member-Funded Flights)**
  - When CAP aircraft are used on authorized member-funded flights, an hourly reimbursement rate is set IAW CAPR 173-3, *Payment for Mission Support*.
  - You should familiarize yourself with your wing's procedure for payment of this hourly rate.
  - Aircraft maintenance costs are only for the aircraft and do not include fuel. Fuel on member funded flights is paid for by the member at the time of purchase.

## Using the WMIRS Support Menu

- **Reports**
  - The *Reports* page allows you to generate sortie summaries, fuel usage logs, and operational metrics.
- **Maintenance Module**
  - The *Maintenance Module* enables you to get a snapshot of aircraft maintenance and view the aircraft discrepancy logs for CAP aircraft.
  - *Note: Entering aircraft discrepancies is an important aspect of being a CAP pilot. Additional information about how to enter an aircraft discrepancy is included in the next section.*
- **Scheduling Module**
  - The *Scheduling Module* provides an easy way to view aircraft availability using a calendar view. This helps resolve scheduling conflicts for your flights, as well as determining aircraft availability.
  - *Note: Additional information about using the Scheduling Module is provided later in this guide.*

## Using the Maintenance Module – Viewing an Aircraft Discrepancy

### STEP 1 ACCESS THE MAINTENANCE MODULE

From the *Maintenance Module*, select **Aircraft Discrepancy Log**. You will be taken to the *Pilot Discrepancy Report* within AMRAD.



### STEP 2 SELECT THE AIRCRAFT

Start by entering the **Tail Number** of the aircraft you are viewing discrepancies for. You can do this by entering it into the **Tail Number** field, by selecting the tail number from the list provided, or by searching for aircraft by unit.

Select **Filter Report** to display the results.

The image shows the Report Filters interface. It includes fields for Tail Number (with a red box around it), Tail Numbers (a list of aircraft IDs), Unit (a list of units), and Discrepancy (radio buttons for Open and Closed). At the bottom are Filter Report and Clear buttons, with a yellow arrow pointing to the Filter Report button.

### STEP 3 REVIEW DISCREPENCIES

Sort the discrepancies by *Work Order Status* to stack open and closed discrepancies. Alternatively, you could select **Open** or **Closed** under *Discrepancy* during the previous step to only show certain items.

**Confirm whether any discrepancies affect airworthiness or mission requirements.**

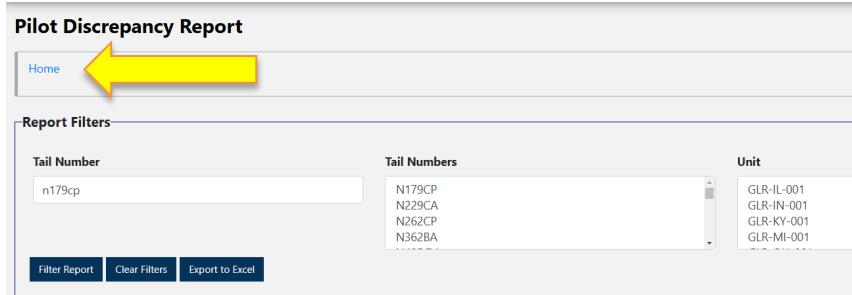
WOCN	Work Order Status	Tail #	Area Impacted	Discrepancy	Aircraft Status	Limitation Status	Mission Status	Found By	Corrective Action
241109-015	OPEN	N179CP	Flight Instrument/Avionics	Multiple uncommanded AP disconnects accompanied by "PTCH" and "ROLL" annunciations, as well as "AHR51 not receiving valid airspeed".	Deferred	No Flight Restrictions	Full Mission Capable	Christopher Somers	
241109-014	OPEN	N179CP	Flight Instrument/Avionics	Multiple pilots reported G1000 buttons very difficult to press, requiring several pushes and interfering with actions such as squawk entry, AP control, and FPL entry. Single pilot IMC not recommended.	Deferred	No Flight Restrictions	Full Mission Capable	Christopher Somers	
241120-016	CLOSED	N179CP	Powerplant/Engine	50h oil change, troubleshooting PFD and AP issues.	Serviceable	None	Full Mission Capable	Christopher Somers	Mid cycle oil change completed IAW Cessna service manuals. No leaks found. Ops check normal.

## Using the Maintenance Module – Generating an Aircraft Discrepancy

### STEP 1

#### NAVIGATE TO AMRAD

Although there are multiple ways to navigate to AMRAD, the easiest way is to select the **Home** link at the top of the *Pilot Discrepancy Report* page where you were viewing the discrepancies.



The screenshot shows the 'Pilot Discrepancy Report' interface. At the top left is a 'Home' link with a yellow arrow pointing to it. Below it is a 'Report Filters' section with a 'Tail Number' input field containing 'n179cp'. To the right are 'Tail Numbers' (N179CP, N229CA, N262CP, N362BA) and 'Unit' (GLR-IL-001, GLR-IN-001, GLR-KY-001, GLR-MI-001). At the bottom are 'Filter Report', 'Clear Filters', and 'Export to Excel' buttons.

### STEP 2

#### ENTER THE DISCREPENCY ENTRY FORM

Select **Enter New Discrepancy** from the home page of AMRAD.



### STEP 3

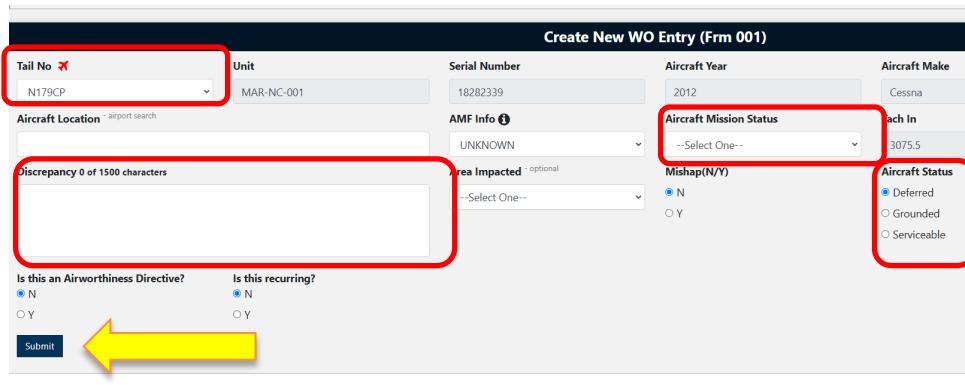
#### COMPLETE THE FORM

Start by selecting the **Tail Number** of the aircraft. This will populate several of the fields.

Enter the **Aircraft Mission Status** based on the discrepancy being entered.

- Note: For most pilots entering a discrepancy, the status will change to Not Mission Capable, and the Aircraft Status will indicate Grounded.*

Click **Submit** to enter the discrepancy.



The screenshot shows the 'Create New WO Entry (Frm 001)' form. Fields highlighted with red boxes include 'Tail No' (containing 'N179CP'), 'Aircraft Mission Status' (containing '--Select One--'), 'Discrepancy' (a large text area), and 'Aircraft Status' (containing 'Deferred'). A yellow arrow points to the 'Submit' button at the bottom left.

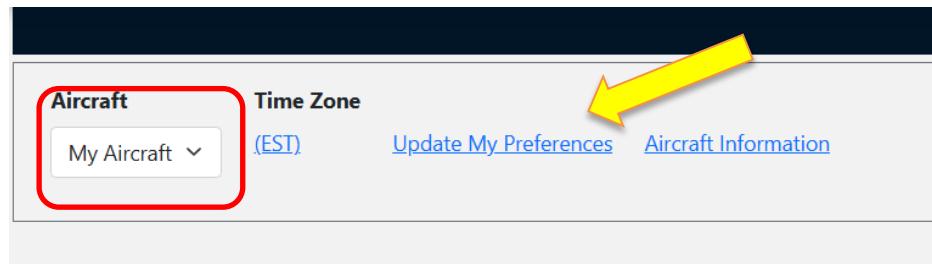
## Using the Scheduling Module

### STEP 1 NAVIGATE TO THE SCHEDULING MODULE

Selecting **Scheduling Module** from WMIRS will bring you to the *Scheduling Module* page.

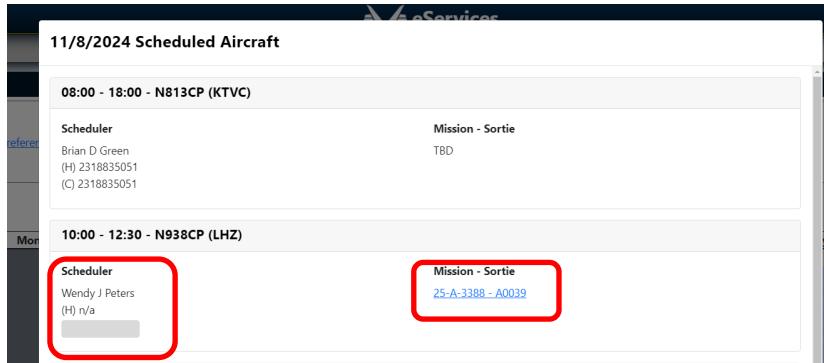
SCHEDULING MODULE							
Aircraft	Time Zone	Update My Preferences	Aircraft Information				
My Aircraft	(EST)						
				← November 2024 →			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
28	29	30	31	1	2	3	
00:07:00 - N262CP (KBLU) 00:13:30 - N938CP (LHZ)	07:00:07:00 - N262CP (KBLU) 07:00:07:00 - N262CP (KBLU)	07:00:07:00 - N262CP (KBLU) 07:00:07:00 - N262CP (KBLU)		07:00:07:00 - N262CP (KBLU) 07:00:11:00 - N938CP (LHZ) 11:01:13:00 - N938CP (LHZ) 13:00:14:15 - N947CP (KIER) 15:00:15:30 - N947CP (KIER) 16:00:16:30 - N947CP (KIER)	07:00:07:00 - N262CP (KBLU) 07:00:11:00 - N179CP (KRDU) 09:00:10:00 - N938CP (LHZ) 10:30:12:00 - N938CP (LHZ) 13:00:17:00 - N938CP (LHZ) 15:00:15:30 - N179CP (KRDU)	07:00:07:00 - N262CP (KBLU) 07:00:11:00 - N179CP (KRDU) 09:00:10:00 - N938CP (LHZ) 10:30:12:00 - N938CP (LHZ) 13:00:17:00 - N938CP (LHZ) 15:00:15:30 - N179CP (KRDU)	
4	5	6	7	8	9	10	
00:07:00 - N262CP (KBLU) 00:13:30 - N938CP (LHZ)	07:00:07:00 - N262CP (KBLU) 07:00:07:00 - N262CP (KBLU)		10:30:11:00 - N813CP (KTVC) 11:45:12:45 - N813CP (KTVC) 12:00:12:45 - N262CP (KBLU) 12:46:13:31 - N262CP (KBLU) 13:30:14:15 - N813CP (KTVC) 13:32:14:17 - N813CP (KTVC)	07:00:18:00 - N813CP (KTVC) 10:00:12:00 - N938CP (LHZ) 12:00:13:00 - N813CP (KTVC) 13:00:15:30 - N938CP (LHZ) 14:00:15:00 - N813CP (KTVC) 16:01:17:30 - N813CP (KTVC)	08:30:09:30 - N179CP (KRDU) 09:45:10:45 - N179CP (KRDU) 10:00:11:30 - N938CP (LHZ) 11:00:12:00 - N179CP (KRDU) 12:15:13:15 - N179CP (KRDU) 15:00:16:30 - N179CP (KRDU)	08:30:09:30 - N179CP (KRDU) 09:45:10:45 - N179CP (KRDU) 10:00:11:30 - N938CP (LHZ) 11:00:12:00 - N179CP (KRDU) 12:15:13:15 - N179CP (KRDU) 15:00:16:30 - N179CP (KRDU)	
11	12	13	14	15	16	17	
00:09:30 - N179CP (KRDU) 05:10:45 - N179CP (KRDU) 06:12:00 - N179CP (KRDU) 07:15:13:31 - N179CP (KRDU) 08:14:30 - N179CP (KRDU) 09:15:45 - N179CP (KRDU)	08:00:16:00 - N179CP (KRDU) 09:00:21:00 - N179CP (KRDU)	09:00:13:30 - N179CP (KRDU)	09:00:11:00 - N179CP (KRDU)	10:30:12:00 - N262CP (KBLU) 14:00:16:30 - N262CP (KBLU) 18:15:20:00 - N179CP (KRDU)	08:00:18:00 - N813CP (KTVC) 12:00:12:00 - N262CP (KBLU) 14:00:16:30 - N262CP (KBLU)	08:30:09:30 - N179CP (KRDU) 09:45:10:45 - N179CP (KRDU) 10:00:11:30 - N938CP (LHZ) 11:00:12:00 - N179CP (KRDU) 12:15:13:15 - N179CP (KRDU) 15:00:16:30 - N179CP (KRDU)	08:30:09:30 - N179CP (KRDU) 09:45:10:45 - N179CP (KRDU) 10:00:11:30 - N938CP (LHZ) 11:00:12:00 - N179CP (KRDU) 12:15:13:15 - N179CP (KRDU) 15:00:16:30 - N179CP (KRDU)
18	19	20	21	22	23	24	
00:12:00 - N262CP (KBLU) 00:19:30 - N262CP (KBLU) 01:17:01 - N262CP (KBLU)	09:00:09:30 - N179CP (KRDU) 10:00:11:30 - N262CP (KBLU) 19:00:19:00 - N179CP (KRDU)	09:00:13:30 - N179CP (KRDU)	10:00:19:00 - N179CP (KRDU)	10:00:19:00 - N179CP (KRDU)	10:00:19:00 - N179CP (KRDU) 11:00:17:00 - N262CP (KBLU) 12:00:13:30 - N938CP (LHZ)	08:30:09:30 - N179CP (KRDU) 09:45:10:45 - N179CP (KRDU) 10:00:11:30 - N938CP (LHZ) 11:00:12:00 - N179CP (KRDU) 12:15:13:15 - N179CP (KRDU) 15:00:16:30 - N179CP (KRDU)	08:30:09:30 - N179CP (KRDU) 09:45:10:45 - N179CP (KRDU) 10:00:11:30 - N938CP (LHZ) 11:00:12:00 - N179CP (KRDU) 12:15:13:15 - N179CP (KRDU) 15:00:16:30 - N179CP (KRDU)

### STEP 2 CHANGING THE VIEWING OPTIONS



### STEP 3 REVIEW THE SCHEDULE

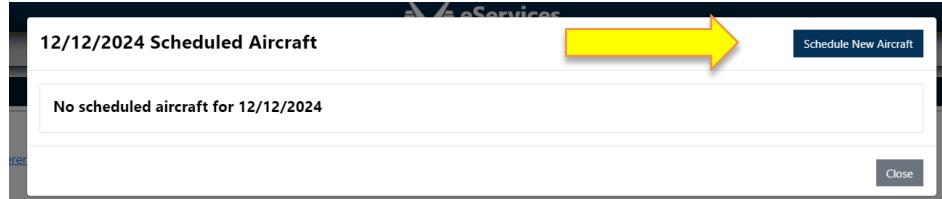
Use the calendar to determine airplane availability and possible scheduling conflicts. Clicking on any of the entries will open up a popup window which will display the details for that entire calendar day. From within that popup, you can see the scheduler, their contact information, as well as a link to access to a specific sortie.



## STEP 4 ENTER SCHEDULING DETAILS

In addition to being able to view existing sorties, you can also create new sorties, and place holds on aircraft from within the *Scheduling Module*.

First, select the date you would like to build your sortie or hold on. The popup window will appear, and you can select the **Schedule New Aircraft** button at the top right of the popup.



After selecting that option, a new popup window will appear, where you can enter information about your new sortie or aircraft hold.

- The **Date** will default to the date you selected.
- **Hour** and **Minute** represent the start time of the sortie or aircraft hold.
- **Duration** is the length of time, from the start time, that the sortie or aircraft hold will be.
- **Tail Number** is required.
- **Mission # Search** enables you to search for a mission if you intend on building a sortie. You may leave this blank if you are only placing a hold on the aircraft.
- **Create Sortie** is a toggle that can be used if you enter a specific Mission #, otherwise you would select TBD for a aircraft hold.
- Finally, click on the **Add Schedule** button to add the sortie or aircraft hold.

The dialog box contains the following fields:

- Date:** 12/12/2024
- Duration:** 0.5 Hours
- Tail Number:** N262CP
- Mission # Search:** 25-T-4191 - December Monthly Aircrew Training
- Create Sortie:**
- Scheduler:** Capt Joseph Keller
- Add Schedule** button (highlighted by a yellow arrow)

## STEP 5 ADDRESS SCHEDULING CONFLICTS

If another sortie overlaps with your selected time, a notification will be sent to both you and the scheduler of the conflicting sortie. These conflicts must be resolved prior to flight release.

- Note: WMIRS allows double bookings, however these must be resolved prior to flight release of either sortie.

### 3.4. Understanding the Flight Release Process

The flight release process ensures all CAP flights are conducted safely, with proper oversight and compliance with CAP and FAA regulations. This section outlines the roles, responsibilities, and procedures involved in obtaining and finalizing a flight release.

#### Flight Release Overview:

Before operating a CAP aircraft, the PIC must obtain a flight release from a designated Flight Release Officer (FRO) or Senior Flight Release Officer (SFRO). These individuals are appointed by the Wing Commander and are authorized in WMIRS to release flights.

A flight release validates the PIC's qualifications, confirms operational readiness, and ensures compliance with CAP standards. The release process involves:

- Verifying that all preflight requirements are complete (*e.g., scheduling, maintenance checks, ORM completion, and sortie entry*).
- Having a verbal conversation with the FRO.
- Receiving an electronic flight release (eFR) through WMIRS.

The FRO's responsibilities do not include dispatching flights; the PIC retains full responsibility for flight safety and execution. However, the FRO serves as a compliance check to ensure CAP requirements are met and as a last line of defense against conducting hazardous a hazardous flight. Your FRO will assist you in identifying mitigation actions and determine whether a flight meets the go/no go criteria.

#### Flight Release Officer Qualifications and Permissions:

FLIGHT RELEASE OFFICER (FRO)	SENIOR FRO (SFRO)	WING CC/CV/DO AUTHORIZATION
<ul style="list-style-type: none"><li>• Must have experience as either pilot or aircrew member (need not be current)</li><li>• Approve a sortie for takeoff when the departure runway is <b>at least</b> longer than takeoff ground roll plus landing ground roll at actual takeoff weight</li><li>• Release IFR flight <b>no earlier than</b> two hours before <b>actual takeoff</b> time. Weather must be <b>greater</b> than 800 ft ceiling and 2sm visibility (or approach minimums)</li></ul>	<ul style="list-style-type: none"><li>• Must hold CAP Senior Pilot rating and instrument rating (need not be current)</li><li>• Approve sortie for takeoff when runway is <b>shorter</b> than calculated takeoff distance ground roll plus landing ground roll at takeoff weight</li><li>• Approve IFR sortie when forecast conditions (including TEMPO) for departure or arrival airports are <b>lower</b> than 800 ft ceiling and 2sm visibility (but not lower than 500 ft ceiling / 1sm visibility)</li><li>• Recommend approval for operations with surface winds greater than 30kts to wing CC/CV/DO</li></ul>	<ul style="list-style-type: none"><li>• Authorize (in concurrence with the releasing SFRO) sortie operations down to FAA minimums for departure or arrival airports</li><li>• Approve operations with SFRO recommendation for release when surface winds are greater than 30kts</li><li>• Approve operations below -10°F</li><li>• Approve duty periods of 14-16 hours duration</li></ul>

## Steps in the Flight Release Process

- Preflight Preparation:
  - Ensure all preflight tasks are complete, including scheduling, sortie creation, maintenance checks, and ORM submission.
  - Verify qualifications and readiness of crew and aircraft in WMIRS.
- Requesting Flight Release:
  - Contact the designated FRO or SFRO verbally to request a flight release.
  - Provide details of the sortie, including ORM scores, weather conditions, and mission specifics.
  - The FRO will review and validate the flight in WMIRS before granting electronic approval.
- Completing the Flight:
  - Notify the FRO immediately upon landing to confirm the safe completion of the flight.
  - If the PIC fails to report flight completion within **2 hours** of the discussed arrival time, the FRO is required to follow up to ensure flight safety.

## 3.5. Bringing It All Together: Typical Flow of Preflight & Postflight Tasks

The following section will walk through the phases of flight planning and mission execution with a summary of items to be considered in the planning and execution of a sortie. If you have questions while reviewing this flow, write them down so that they may be discussed with your mentor.

While there is no perfect standard timeline that will work 100% of the time, this guide should serve as baseline timeline for planning and conducting the associated tasks. It is a *guide*.

<b>1 Day Prior</b> <b>INITIAL SORTIE PLANNING</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> <u>Assess Flight Feasibility:</u> Check weather forecasts and NOTAMs to determine flight conditions.</li><li><input type="checkbox"/> <u>Verify Pilot Qualifications:</u> Confirm that your qualifications are listed as ACTIVE in Ops Quals. Pay extra attention during transitions between months when qualifications may expire.</li><li><input type="checkbox"/> <u>Review Aircraft Availability:</u> Use the WMIRS Scheduling Module to check for available aircraft. Ensure the appropriate aircraft is selected, or search all Wing aircraft if needed.</li><li><input type="checkbox"/> <u>Create or Review Sortie:</u> If not already created, enter sortie details in WMIRS, including tail number, estimated times of departure (ETD) and arrival (ETA), and pilot information.</li><li><input type="checkbox"/> <u>Examine Maintenance Records:</u> Review the aircraft maintenance snapshot, status, and discrepancy log to ensure readiness.</li></ul>
<b>Day of Flight</b> <b>PRE-DEPARTURE PREPARATIONS</b>	<p>Before leaving home, complete the following steps to confirm flight readiness:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <u>Weather Verification:</u> Reassess weather conditions to ensure compliance with CAP requirements.</li><li><input type="checkbox"/> <u>Complete Sortie Details:</u> Finalize details in the Sortie Edit and Brief Sortie pages in WMIRS.</li><li><input type="checkbox"/> <u>Coordinate Flight Release Officer (FRO):</u> Identify an available FRO and confirm their availability to release the flight.</li><li><input type="checkbox"/> <u>Review Discrepancy Summary:</u> Print or view the latest aircraft discrepancy status.</li><li><input type="checkbox"/> <u>File Flight Plan:</u> Submit an IFR or VFR flight plan if required for the flight.</li><li><input type="checkbox"/> <u>Prepare Documentation and Uniform:</u> Ensure you have your CAP ID card, complete uniform, and pre-filled CAPF 70-5 (if conducting a CAPF 70-5 flight).</li><li><input type="checkbox"/> <u>Complete Risk Assessment:</u> Finalize the electronic preflight risk assessment in WMIRS or coordinate for the FRO to complete it on your behalf.</li></ul>

<b>At the Airport</b> <b>PREFLIGHT PROCEDURES</b>	<p>Once at the airport, focus on ensuring aircraft and mission readiness:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Access the Aircraft</u></b>: Retrieve keys from the hangar key box (if applicable) and secure the lock code after entry.</li> <li><input type="checkbox"/> <b><u>Review the Aircraft Information File (AIF)</u></b>: Confirm that inspection summaries are current and valid. Pre-fill the flight log as much as possible for the planned sortie.</li> <li><input type="checkbox"/> <b><u>Conduct Preflight Inspection</u></b>: Perform a thorough inspection using the CAP checklist, including fuel verification with a dipstick. If fuel levels are inaccurate, contact the FRO before proceeding.</li> <li><input type="checkbox"/> <b><u>Brief Crew and Mission</u></b>: Once all crew members are present, conduct a mission briefing, ensuring alignment with CAP checklist items.</li> <li><input type="checkbox"/> <b><u>Position the Aircraft</u></b>: Attach the tow bar and carefully move the aircraft from the hangar. Remove the tow bar immediately after repositioning.</li> </ul>
<b>Before Start</b> <b>FINAL CHECKS</b>	<p>Before starting the engine, complete these final tasks:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Sanity Check</u></b>: Step back and perform a big-picture walk-around of the aircraft.</li> <li><input type="checkbox"/> <b><u>Obtain Flight Release</u></b>: Contact the FRO for verbal flight release approval.</li> <li><input type="checkbox"/> <b><u>Secure the Hangar</u></b>: Ensure hangar doors are closed and locked.</li> <li><input type="checkbox"/> <b><u>Log Engine Start Times</u></b>: Record the engine start time, Hobbs time, and tach time.</li> </ul>
<b>In the Air</b> <b>REPRESENTING CAP</b>	<p>While airborne, remember your role as a representative of CAP:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Professionalism</u></b>: Demonstrate safe, courteous, and professional decision-making and professional radio calls.</li> <li><input type="checkbox"/> <b><u>Visibility</u></b>: Be mindful that CAP's highly visible aircraft and callsign reflect the organization's reputation in the aviation community.</li> </ul>
<b>Postflight</b> <b>SECURING THE MISSION</b>	<p>After landing, follow these steps to ensure proper closeout and accountability:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Complete Flight Logs</u></b>: Record engine shutdown times and finalize Hobbs and tach readings.</li> <li><input type="checkbox"/> <b><u>Notify FRO</u></b>: Inform the FRO that the flight has been completed safely.</li> <li><input type="checkbox"/> <b><u>Fueling and Inspection</u></b>: <ul style="list-style-type: none"> <li><input type="checkbox"/> Use a dipstick to verify fuel levels and monitor fueling operations. Specify exact gallon amounts for each wing.</li> <li><input type="checkbox"/> Conduct a postflight inspection to identify discrepancies or maintenance needs.</li> </ul> </li> <li><input type="checkbox"/> <b><u>Secure Aircraft and Hangar</u></b>: <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure covers and heaters are in place as appropriate.</li> <li><input type="checkbox"/> Lock the aircraft and clear lock box codes. Verify the hangar is secured, lights are off, and lock codes are cleared.</li> </ul> </li> <li><input type="checkbox"/> <b><u>Address Discrepancies</u></b>: For grounding discrepancies, place the "GROUNDED" placard in the AIF and notify the maintenance officer.</li> </ul>
<b>Sortie Closeout</b> <b>WITHIN 48 HOURS</b>	<p>Finalize the sortie in WMIRS no later than 48 hours after the flight:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><u>Debrief Sortie</u></b>: Complete all required fields on the debrief page, including uploading fuel receipts and additional documentation such as weight and balance forms.</li> <li><input type="checkbox"/> <b><u>Report Discrepancies</u></b>: Enter any discrepancies into the WMIRS Aircraft Discrepancy Log and notify the maintenance officer if grounding actions are required.</li> </ul>

### **3.6. Summary of Regulations, Standards, Pamphlets and Courses for Part 3**

#### **Regulations:**

- CAPR 70-1, *Civil Air Patrol Flight Management*
- CAPR 130-2, *Civil Air Patrol 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*

#### **Standards:**

- CAPS 71-1, *Aircrew Training, Airplane*
- CAPS 71-2, *Aircrew Training, Glider*
- CAPS 72-3, *Aircraft Checklists*
- CAPS 72-4, *Aircraft Information File*
- CAPS 73-1, *Operations Procedures, Airplane*
- CAPS 73-2, *Operations Procedures, Glider*

#### **Pamphlets:**

- CAPP 70-10, *CAP Aircrew Code of Conduct*

#### **CAP eLearning Courses (Absorb):**

- AMRAD for Pilots course
- CAP Pilot Onboarding Program curriculum:
  - CAPs Online Systems course
  - Preparing for your First CAP Flight (Onboarding) course

### **3.7. Knowledge and Tasks Checklist for Part 3**

#### **Airworthiness, Safety and Reporting Responsibilities:**

- Verify understanding of aircraft airworthiness requirements:
  - Use of preflight inspection checklists
  - Checking for open discrepancies or overdue inspections in AMRAD
  - Reviewing the Aircraft Information File (AIF)
- Confirm understanding of pilot airworthiness standards, including fitness for duty, required documents, and how to self-assess readiness
- Demonstrate knowledge of postflight inspection requirements and how to identify discrepancies or maintenance needs
- Understand the steps to document and report issues through AMRAD or WMIRS
- Demonstrate knowledge of CAPSIS reporting requirements for safety incidents or hazards
- Confirm understanding of the importance of periodic safety briefings and recurrent training requirements
- Complete the AMRAD for Pilots course on Absorb
- Complete the Reporting a Safety Significant Occurrence course on Absorb

#### **Using the Web Mission Information & Reporting System (WMIRS):**

- Demonstrate navigation within WMIRS, including locating missions using the Advanced Search feature
- Describe how to create and edit sorties, including entering sortie details and adding crew or passengers
- Explain the purpose and completion of the Brief Sortie page, including required fields such as objectives, route of flight, and weather conditions
- Demonstrate understanding of the Risk Assessment Worksheet (RAW) process and how to interpret the risk score for sortie approval
- Explain the purpose and use of CAPF 104 as an aircrew briefing worksheet

#### **Flight Release Process:**

- Understand the roles and responsibilities of a FRO and SFRO
- Explain the steps required for obtaining a flight release
- Confirm understanding of postflight requirements, including notifying the FRO of safe flight completion and follow-up procedures if the flight is not reported within the expected timeframe

#### **Postflight and Sortie Closeout:**

- Demonstrate understanding of required documentation for sortie closeout, including Hobbs and tach readings, fuel receipts, and other mission documents
- Explain the process for uploading receipts and additional documentation in WMIRS
- Describe the procedure for reporting discrepancies in the Aircraft Discrepancy Log
- Confirm knowledge of WMIRS deadlines, such as completing sortie closeout within 48 hours of the flight

#### **Final Verification:**

- Collaborate with your mentor to validate understanding of all tasks and processes outlined in this section.
- Seek clarification on any areas of uncertainty and document questions for discussion during mentorship sessions.

## PART 4: CAP PILOT FLIGHT EVALUATION'S (CAPF 70-5)

Civil Air Patrol (CAP) Pilot Flight Evaluations, commonly referred to as CAPF 70-5 evaluations, are a critical process for ensuring CAP pilots maintain proficiency and are prepared to safely operate CAP aircraft. These evaluations, conducted annually or as needed for specific qualifications, are structured to verify a pilot's operational knowledge, skills, and adherence to CAP regulations.

### 4.1. Overview of the CAP Pilot Flight Evaluation

CAPF 70-5 evaluations are mandatory for all CAP pilots to operate CAP airplanes and CAP gliders. They are designed to evaluate a pilot's:

- Knowledge of CAP regulations and procedures
- Proficiency in operating the aircraft safely and effectively
- Adherence to FAA Airman Certification Standards (ACS) and CAP-specific requirements

#### Types of CAPF 70-5 Evaluations

<b>INITIAL</b> FIRST TIME PER AIRCRAFT	<ul style="list-style-type: none"><li>• Required for pilots who have not previously flown a specific type of aircraft in CAP.</li><li>• The pilot must demonstrate familiarity with the aircraft's systems, operations, and flight characteristics.</li><li>• <i>Example: A pilot who is already qualified in a C172, completing an Initial CAPF 70-5 in a Cessna 182.</i></li></ul>
<b>ANNUAL</b> ONCE PER YEAR	<ul style="list-style-type: none"><li>• Conducted once per year to maintain pilot status.</li><li>• This evaluation renews qualifications for all aircraft models within the same category and class as the one used during the evaluation.</li><li>• The aircraft used must meet specific criteria to renew endorsements for high-performance, complex, or G1000-equipped airplanes.</li><li>• <i>Example: A pilot who is qualified in a C172 and C182, with High Performance Demo and G1000 VFR endorsements, could take their CAPF 70-5 in a C172 with a G1000, but would not renew their C182 qualification or High Performance Demo endorsement because the plane they flew the CAPF 70-5 in did not meet those criteria. Instead, that pilot should take their Annual CAPF 70-5 in a C182 with G1000, which will renew their C172, and all endorsements.</i></li></ul>
<b>ABBREVIATED</b> ADDING CAP ENDORSEMENTS OR ADDITIONAL TYPES	<ul style="list-style-type: none"><li>• Used to add specific endorsements or aircraft models within the same category/class to an existing CAPF 70-5 qualification period.</li><li>• Endorsements include G1000 (VFR, IFR, IP), instrument privileges, mountain flying, turbo endorsement, instructor pilot status, or orientation pilot qualifications.</li><li>• <i>Example: A pilot completes their Annual CAPF 70-5 in January but doesn't meet the PIC hour requirement to seek the Orientation Pilot endorsement. In June, they would like to add the Orientation pilot endorsement after meeting the PIC requirements. They may take an abbreviated CAPF 70-5 which will allow them to add the endorsement to their current CAPF 70-5 but doesn't change the expiration date of that CAPF 70-5 (12 Calendar Months).</i></li></ul>

## **4.2. Preparing for a CAPF 70-5 Evaluation**

### **Training and Documentation:**

- Ensure you have completed all required training courses such as Aircraft Ground handling, Aircrew Professionalism, etc.
- Verify that you have fulfilled all of the Pilot Onboarding items indicated on your Training Plan Worksheet. These should include all pilot onboarding flights, any ground and flight training for G1000 endorsements, as well as any other training specified by your Pilot Onboarding Mentor.
- Ensure all relevant paperwork, such as the CAPF 70-11, which is used for recording all of your endorsement training, aircraft questionnaires (covered later in this chapter) are completed, CAPR 70-1 exams are complete and indicating correctly in Ops Quals, and that any other sign-offs or validations required by your Wing, such as Instructor Pilot recommendation forms, are complete and, if applicable, uploaded to Ops Quals.

### **Review the Aircraft Questionnaire (CAPF 70-5Q):**

- All pilots must complete the appropriate aircraft questionnaire for the aircraft model they will be taking the flight evaluation in prior to the evaluation.
- Your questionnaire will be reviewed with your Check Pilot at the flight evaluation and corrected to 100% prior to the flight.

### **Coordinate with the Check Pilot:**

- Reach out to the Check Pilot to request dates and times they are available to conduct a CAPF 70-5.
- Advise them that it is an Initial Flight Evaluation, and make sure they know all endorsements you are seeking during the evaluation.
- Ask for the Check Pilot to send you a copy of their CAPF 70-5 Expectations document.
- Request funding for your CAPF 70-5. Follow your wing's procedure for this and seek guidance from your Pilot Onboarding mentor. Once funding is approved, schedule the airplane in WMIRS, and build your sortie. Detailed information about how to do that is provided in Part 3 of this guide.

### **Documentation to Bring:**

- At a minimum, you will need your CAP ID, government-issued photo ID, FAA pilot certificate(s), and current FAA medical certificate or BasicMed documents. You will also need a blank copy of the CAPF 70-5 (the evaluation form), and the completed copy of your aircraft questionnaire.
- You will generally also need your logbook with endorsements for high-performance or complex aircraft, flight review documentation, and currency records.
- Your Check Pilot may have additional documentation they would like you to bring. Ensure you ask for this information when scheduling your evaluation with them.

## 4.3. The CAPF 70-5 Evaluation Process

### Paperwork and Preparation:

- The CAPF 70-5 really begins with your preparation. Collecting all of the documentation, making sure WMIRS is accurately and correctly filled out, obtaining a flight release, and meeting any other prerequisite items that your wing has are all evaluated aspects of a CAP Pilot Flight Evaluation.
- Prior to meeting your check pilot for the evaluation, it is advisable to verify the airworthiness of the aircraft, as it would not be a positive reflection on your readiness to fly a CAP aircraft if you attempted to fly one which was grounded or otherwise not airworthy.

### Oral Evaluation:

- Just like an FAA check ride, your CAPF 70-5 will begin with an oral evaluation. During this portion, your check pilot will lead you through a discussion that will cover CAP and FAA regulations, aircraft systems, emergency procedures, and mission planning.
- Expect the oral portion of your CAPF 70-5 to take approximately 1 hour.
- *Note: The Check Pilot may conduct oral portions of the evaluation up to 30 days before the flight.*

### Preflight Procedures:

- After the oral evaluation, it will be time to fly. And all flights begin with a thorough preflight.
- Use the checklist! CAP has checklists for each aircraft. You can also use the checklist from the POH or AFM.
  - Note: Download and familiarize yourself with the CAP checklists for your aircraft by navigating to the [Operational Resource Management System \(O.R.M.S.\)](#) > Aircraft > Search Checklists
- Verify maintenance records and the Aircraft Information File (AIF) are up to date. This is a critical step in the evaluation, and you will be expected to prove the airplane is airworthy to your check pilot.

### In-Flight Evaluation:

- During your flight, your check pilot will ask you to demonstrate proficiency in maneuvers and tasks specified in CAPS 72-6, Aircrew Evaluation Criteria, and the FAA [ACS](#) or [PTS](#) for the highest level of certification you have (Commercial Pilots will be expected to meet commercial ACS standard, regardless of your ability to exercise those privileges).
- Tasks include, at a minimum, takeoffs, landings, performance maneuvers, and emergency procedures, however your check pilot has the discretion to add additional evaluation items as appropriate, and for an initial CAPF 70-5, it would be advisable to expect this flight to be at least 1.5 to 2 hours.

### Postflight:

- Just as with the preflight, your postflight is also part of the evaluation. You will be expected to do a postflight walk around of the airplane, complete the sortie debrief in WMIRS, document flight times, and upload all required forms and receipts.
- Your check pilot will provide feedback and advise you of next steps.

## Entering Your CAPF 70-5 into Ops Quals

### STEP 1

LOGIN

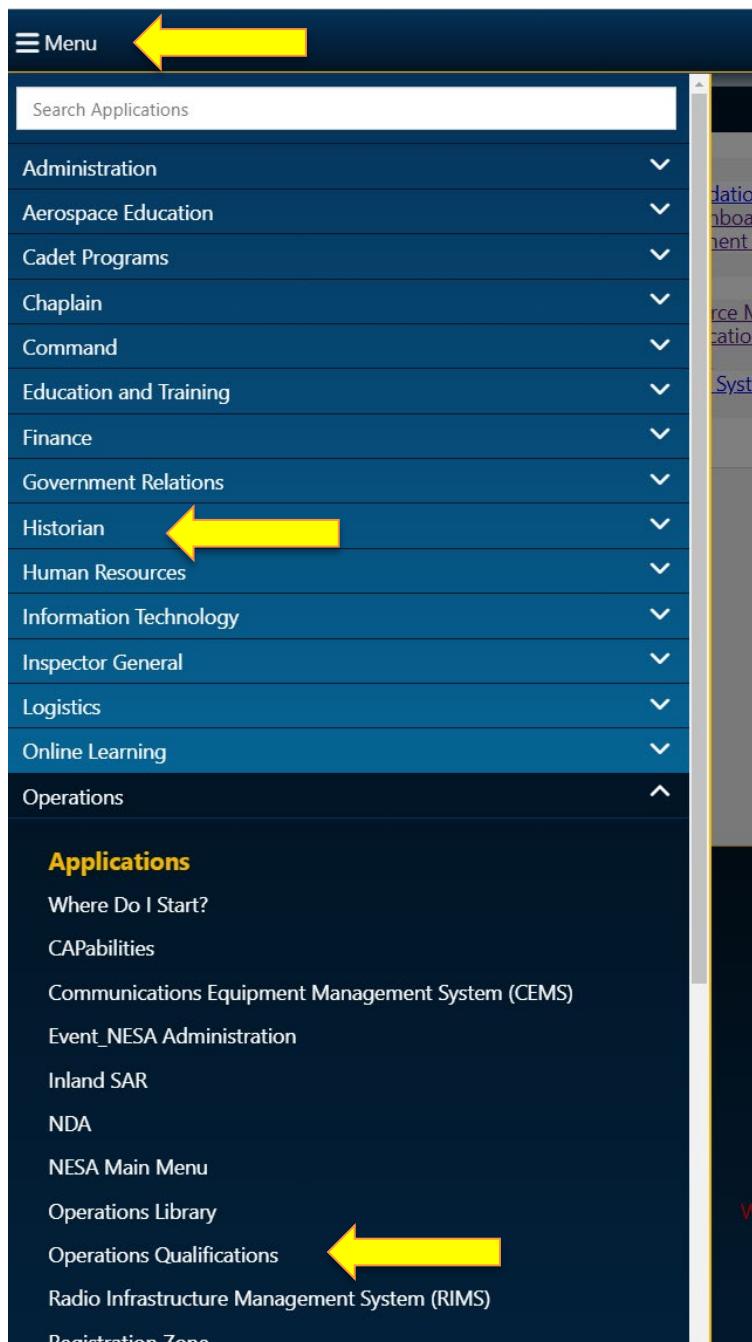
### STEP 2

MENU

Proceed to [https://www.capnhq.gov.](https://www.capnhq.gov)

Clicking on **Menu** at the upper left corner of the home page, will alternately show or retract the menu bar.

Select **Operations** from the *Menu*, and then select **Operations Qualifications** from within that dropdown menu.



## AIRPLANE / GLIDER / sUAS PAGE

Pilot  
 FAA/TSA Requirements  
 Airplane  
 Glider  
 Balloon  
 sUAS

Mission Pilot  
 Prerequisites  
 What Do I Need?

- Each category of aircraft has a page which displays pilot qualifications and supports upload of CAPF 70-5 information. Qualifications in make/model are displayed in a chart at the top of the page, as shown below.
- The date of the initial CAPF 70-5 in each make/model is shown, along with the dates of the most recent annual/abbreviated CAPF 70-5, and the expiration date.
- Add Initial Form 5**
  - In addition to the Annual/Abbreviated Form 5 section later on the page, for your initial Form 5 in each aircraft type you will select this option for each initial CAP Pilot Flight Evaluation you complete.

eServices >  Ops Quals > Pilot > Airplane  
 XXXXX - Member Name :    
[View Qualifications](#) [View/Upload Documents](#)

[Airplane](#) | [70-1 Exam](#) | [Questionnaire](#) | [Annual/Abbreviated Form 5](#) | [Additional Endorsements](#)

Airplane					
Qualified	Airplane	Initial	Annual	Abbreviated	Expiration
YES	C172	21 Feb 2020	n/a	21 Feb 2020 <a href="#">Remove</a>	30 Sep 2020 <a href="#">Remove</a>
YES	C182	25 Sep 2019	25 Sep 2019 <a href="#">Remove</a>	24 Oct 2019 <a href="#">Remove</a>	30 Sep 2020 <a href="#">Remove</a>

[Add Initial Form 5](#) [View Pending/Expired/Not Approved Airplane](#)

- CAPR 70-1 Exam Section (Powered, Glider or sUAS):**
  - The exam section will automatically update your annual 70-1 exam completion date when you take your CAPR 70-1 category-specific exam on the CAP eLearning Platform, Absorb.
  - Note: The exam must be taken within 60 days prior to your CAPF 70-5 date. If the CAPF 70-5 cannot be taken within 60 days, you must retake the 70-1 exam so that its completion date is within 60 days of your flight evaluation.*
- Questionnaires Section:**
  - Anytime a CAPF 70-5 is conducted, an aircraft questionnaire will be necessary. For submission of the questionnaire, select the date the questionnaire was completed (this should be the same date as the CAPF 70-5 in most cases), then, in the dropdown box, select the make/model of the aircraft that you completed the questionnaire for.
  - Note: Every CAP pilot must complete and maintain a questionnaire on file for each aircraft they are qualified to fly. However, a new questionnaire is only required for the aircraft used during your CAP Pilot Flight Evaluation. Previously completed questionnaires for other aircraft need only to remain on file in Ops Quals.*

**CAPR 70-1 Powered Exam**

70-1 Exam Completed Date 09 Mar 2020 <a href="#">Remove</a>	Edit 70-1 Exam Date <input type="button" value="X"/>
<i>The 70-1 Exam must be taken online. <a href="#">Click here to take the 70-1 exam online.</a></i>	

**Questionnaire**

Questionnaire Date <input type="button" value="X"/>	Questionnaire Airplane Type --Select--
---	---

**AIRPLANE /  
GLIDER /  
sUAS PAGE  
(continued)**

**Annual/Abbreviated Form 5**

<input type="checkbox"/> Annual <input type="checkbox"/> Abbreviated	<b>Form 5 Date</b> <input type="text"/>	<b>Airplane/s to Renew</b> - to select multiple Aircraft, hold control and click on each aircraft desired <div style="border: 1px solid #ccc; padding: 5px; display: inline-block; width: fit-content; height: fit-content; vertical-align: middle;">           C172 C182         </div>						
<b>Check Pilot</b> <a href="#">?</a> <input type="checkbox"/> Wing <input type="checkbox"/> Region <input type="checkbox"/> All <input type="text"/>								
<b>Additional Endorsements</b>								
<input type="checkbox"/> Check Pilot <input type="checkbox"/> Instructor Pilot <input type="checkbox"/> Orientation Pilot <input type="checkbox"/> Instrument Demo <input type="checkbox"/> Turbo Aircraft <input type="checkbox"/> G1000 VFR <input type="checkbox"/> G1000 IFR <input type="checkbox"/> G1000 IP <input type="checkbox"/> Complex Demo <input type="checkbox"/> High Performance Demo <input type="checkbox"/> Mountain Flight	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Task</th> <th style="background-color: #002060; color: white;">Expiration</th> <th style="background-color: #002060; color: white;"></th> </tr> </thead> <tbody> <tr> <td>Instrument Demo</td> <td>30 Sep 2020</td> <td style="text-align: right;"><a href="#">Remove</a></td> </tr> </tbody> </table>	Task	Expiration		Instrument Demo	30 Sep 2020	<a href="#">Remove</a>	
Task	Expiration							
Instrument Demo	30 Sep 2020	<a href="#">Remove</a>						
<input type="button" value="Submit"/> <input type="button" value="Clear Selected"/>								

- **Annual/Abbreviated Form 5 Section:**
  - Check the box appropriate to the type of flight evaluation that was conducted (Annual or Abbreviated).
  - Select the type of aircraft used for the evaluation, the date the CAPF 70-5 was completed, and the check pilot who conducted your CAPF 70-5.
  - Note: Normally, the check pilot will be a member of your wing, so click the “Wing” check box then select the pilot’s name from the drop down. If the check pilot is not found under the wing list search under the “Region” list.
  - Note: The Airplane/s to Renew box is not applicable until you have qualified in multiple makes/models.
- **Additional Endorsements Section:**
  - Endorsements are made on a CAPF 70-5 to grant additional privileges. Endorsements include those shown above that are applicable to the category of aircraft. The term “Demo” indicates fulfillment of CAP requirements for annual demonstration of proficiency.
  - Check all the boxes that were endorsed on your CAPF 70-5. These boxes must match the boxes on the actual CAPF 70-5.
- **Submit Button:**
  - At any point in the process of entering this information you may click submit – just don’t forget to click submit when you finished!
  - The **Submit** button is located at the bottom of the screen and is always visible regardless of where you are scrolled to on the data entry page.

## **4.4. After Your CAPF 70-5**

### **Review Your Expiration Dates:**

- Verify the expiration date for your new CAPF 70-5 in Ops Quals. Your expiration date will be the last day of the month one year after the evaluation was completed.
- Plan ahead to schedule your next annual CAPF 70-5 evaluation before it expires.

### **Incorporate Feedback:**

- Reflect on feedback provided by the check pilot during your evaluation.
- Update your personal training plan to address areas for improvement and maintain proficiency.

### **Continue Professional Development:**

- Stay Current with CAP Regulations: Regularly review CAPR 70-1, CAPS 72-5, and CAPS 72-6 to remain familiar with updated standards and procedures.
- Attend monthly unit safety briefings, FAA WINGS program courses, or CAP eLearning courses on Absorb to keep your knowledge and skills sharp.

### **Prepare for Mission Assignments:**

- After completing your CAPF 70-5, you are eligible for CAP missions that align with your qualifications.
- Ensure your Ops Quals status is "ACTIVE" for the appropriate mission roles and that you have completed all required prerequisite training.

### **Request Your CAP ForeFlight Account:**

- Civil Air Patrol is included in the U.S. Air Force purchase of the [ForeFlight Military Flight Bag Performance](#) application. This allows CAP pilots access to a powerful Electronic Flight Bag (EFB) tool for flight planning, navigation, and in-flight situational awareness. Under the Air Force contract, each account can be used on up to two iPads and one iPhone.
- To streamline the process, we've created an interactive form for account requests. Please complete the online form [here](#) to get started.
- <https://www.gocivilairpatrol.com/programs/emergency-services/aircraft-operations/cap-foreflight>

### **Submit for Your Pilot Aeronautical Rating in Ops Quals**

- After completing your CAPF 70-5, you are eligible to wear the CAP Pilot Badge. Additional information on CAP awards and badges can be found in CAPR 39-4, *Operations Ratings, Awards and Badges*.
- Submit these requests through the [Ratings, Awards & Badges](#) page in Ops Quals.

### **Request FAA Wings Credit for your CAPF 70-5**

- Your annual CAP Pilot Flight Evaluation counts towards the flight requirement for your Flight Review. This is most easily accomplished through the use of the E-Z Wings website which links to your FAASafety account.

## Linking your FAASafety Account to eServices

### STEP 1 ACCESS THE SITE

### STEP 2 REQUEST CREDIT

### STEP 3 LOGIN TO FAASAFETY

### STEP 4 COMPLETE THE VALIDATION FORM

Proceed to <https://www.ezwings.net/>

Once on the website, select **Request Credit**, and then select **Organizations** on the following page.

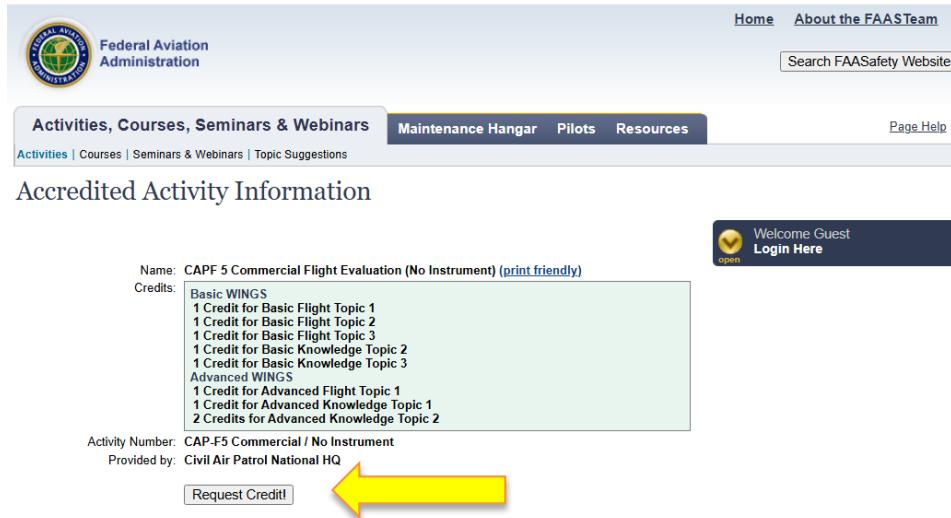
Select **Civil Air Patrol** and then select **CAP CAPF 70-5 Flight Evaluations**.

- Note: You should explore the other options on this site, as many CAP flying activities award FAA Wings credit on the FAASafety website.



After making the appropriate selections, you will eventually be brought to the **Accredited Activity Information** page on the FAASafety website.

Select **Request Credit** which will prompt you to login to the website.



Successful completion of a CAPF 5 annual flight evaluation for Civil Air Patrol members gives members WINGS credit for all activities.

After you have logged into the FAASafety site, you will be able to enter the date of the event (should be the date of your flight), and search for your validator (your check pilot). After entering this information, select **Submit for Validation**. Your check pilot will receive an email to approve the request.

## **4.5. Summary of Regulations, Standards, Pamphlets and Courses for Part 4**

### **Regulations:**

- CAPR 70-1, *Civil Air Patrol Flight Management*
- CAPR 130-2, *Civil Air Patrol Aircraft Maintenance Management*
- CAPR 160-1, *Civil Air Patrol Safety Program*
- CAPR 160-2, *Safety Reporting and Review*

### **Standards:**

- CAPS 71-1, *Aircrew Training, Airplane* or CAPS 71-2, *Aircrew Training, Glider*
- 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* or CAPS 73-2, *Operations Procedures, Glider*

### **Pamphlets:**

- CAPP 70-10, *CAP Aircrew Code of Conduct*

### **CAP eLearning Courses (Absorb):**

- *CAPR 70-1 General Exam* course
- *CAPR 70-1 Airplane/Glider/sUAS Exam* course
- *CAP Pilot Onboarding Program* curriculum:
  - *Initial CAP Pilot Flight Evaluation (CAPF 70-5)* course

## **4.6. Knowledge and Tasks Checklist for Part 4**

### **Preparing for a CAP Pilot Flight Evaluation (CAPF 70-5):**

- Familiarize yourself with the types of CAPF 70-5 evaluations: Initial, Annual, and Abbreviated
- Review CAPR 70-1, CAPS 72-5 and CAPS 72-6 for CAPF 70-5 requirements and procedures
- Complete the Initial CAP Pilot Flight Evaluation (CAPF 70-5) course on Absorb
- Fulfill all items in your Pilot Onboarding Training Plan Worksheet
- Complete the 70-1 General Exam and Aircraft-Specific 70-1 Exam on Absorb
- Ensure CAPR 70-1 exams are completed and recorded in Ops Quals
- Complete and review the appropriate aircraft questionnaire (CAPF 70-5Q)
- Contact a Check Pilot to schedule your evaluation and discuss endorsements sought
- Request the Check Pilot's expectations document
- Obtain approval for funding through your Wing, if necessary
- Schedule the aircraft in WMIRS and build your sortie
- Prepare Documentation to Bring to the Evaluation, including:
  - CAP ID and government-issued photo ID
  - FAA pilot certificate and current FAA medical certificate or BasicMed documents
  - Blank CAPF 70-5 and aircraft questionnaire
  - Logbook with relevant endorsements, flight review, and currency records

### **After Your CAPF 70-5:**

- Verify your new CAPF 70-5 expiration date in Ops Quals
- Reflect on feedback from your Check Pilot and update your training plan
- Maintain proficiency through regular training and flight activities
- Complete any additional training or endorsements needed for mission readiness

## PART 5: GUIDANCE FOR CAP INSTRUCTORS & ONBOARDING MENTORS

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CAP's onboarding process emphasizes collaboration between onboarding pilots and their mentors to foster a culture of professionalism, efficiency, and success. This section provides detailed guidance for instructors, mentors, and check pilots involved in onboarding new CAP pilots.

### 5.1. Expectations

#### Expectations of New Members:

New pilots are expected to:

- Actively engage in the onboarding process, completing assigned homework, reading materials, and training.
- Understand that becoming a CAP pilot requires effort and dedication to meet CAP standards.
- Communicate openly with mentors, honoring commitments and meeting deadlines to ensure smooth progress.

#### Expectations of Pilot Mentors:

Pilot mentors are the first point of contact for onboarding pilots. Their responsibilities include:

- Completing the *For Instructors and Mentors* course in Absorb to gain a more thorough understanding of the onboarding curriculum, content and expectations.
- Acting as welcoming ambassadors to CAP.
- Guiding onboarding pilots through training requirements, ensuring readiness for the CAPF 70-5 flight evaluation.
- Monitoring progress and maintaining regular communication.
- Advocating for the onboarding pilot and raising concerns with leadership as needed.
- Providing feedback and encouragement to keep new pilots motivated.

#### Expectations of Instructor Pilots:

Instructor pilots support onboarding by:

- Completing the *For Instructors and Mentors* course in Absorb to gain a more thorough understanding of the onboarding curriculum, content and expectations.
- Ensuring all required uploads, training, and endorsements are complete before the onboarding pilot's first flight.
- Conducting onboarding sorties aligned with the Training Plan.
- Providing detailed debriefs after each flight to ensure the onboarding pilot's progress and readiness.

#### Expectations of Check Pilots:

Check pilots play a critical role in the evaluation phase:

- Providing the onboarding pilot with a clear list of expectations for the CAPF 70-5 evaluation.
- Assessing the pilot's readiness to operate CAP aircraft safely and effectively.
- Offering constructive feedback and completing necessary documentation.

## 5.2. Mentor Sessions

### Initial Mentor Session (Mentor Session 1):

The first mentor session establishes the foundation for onboarding:

- Discuss the onboarding pilot's goals and experiences.
- Review foundational knowledge from Parts 1-3 of this guide.
- Assist the pilot in completing the **New Pilot Experience Survey**.
- Begin drafting the Training Plan tailored to the pilot's needs and skills.

### Follow-Up Mentor Session (Mentor Session 2):

Mentors should schedule at least one follow-up session within three weeks:

- Present the completed Training Plan to the onboarding pilot for review.
- Address gaps in knowledge or skills, assigning specific homework or training as needed.
- Begin preparations for the onboarding pilot's first onboarding flight.

### Preflight Session (Mentor Session 3):

Before the first onboarding flight:

- Verify all training, uploads, and endorsements are complete.
- Review the pre-flight checklist with the onboarding pilot to ensure understanding.
- Confirm funding for onboarding sorties or self-funding arrangements.
- As needed, schedule a cockpit orientation session with the pilot.

### Pre-CAPF 70-5 Session (Mentor Session 4):

Before referring the onboarding pilot to a check pilot:

- Ensure all documentation is complete and accurate.
- Brief the onboarding pilot on the CAPF 70-5 process, emphasizing areas to review.

## 5.3. Establishing the Footprint

The Training Plan outlines the steps and milestones necessary for the onboarding pilot to achieve their initial CAPF 70-5 evaluation. Mentors and instructor pilots should:

- Use the **New Pilot Experience Survey** and **Training Plan Worksheet** to customize the plan.
- Include all required onboarding sorties, aligned with CAPS 71-series guidelines.
- If appropriate, focus on achieving the first CAPF 70-5 evaluation before addressing additional qualifications or endorsements.

Mentors should ensure the onboarding pilot:

- Gains a thorough understanding of CAP's operational standards and requirements.
- Is set up for success by tailoring training to their experience level and skills.

## **PART 6: ATTACHMENTS**

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Attachment 1 – New Pilot Experience Survey & Qualification Worksheet

Attachment 2 – Training Plan Worksheet

Attachment 3 – Mentor Session 1 Agenda – Initial Orientation

Attachment 4 – Mentor Session 2 Agenda – Systems and Training Plan

Attachment 5 – Mentor Session 3 Agenda – Pre-Flight Mentor Session

Attachment 6 – Mentor Session 4 Agenda – Pre-CAPF 70-5 Mentor Session

## 6.1. Attachment 1: New Pilot Experience Survey & Qualification Worksheet

NEW PILOT EXPERIENCE SURVEY & QUALIFICATION WORKSHEET				
SECTION I – PERSONAL INFORMATION				
CAPID	NAME (Last, First MI)	PHONE	E-MAIL	
UNIT CHARTER	UNIT NAME	DATE JOINED CAP		
SECTION II – AIRMAN QUALIFICATIONS				
<input type="checkbox"/> Private Pilot <input type="checkbox"/> Commercial Pilot <input type="checkbox"/> Airline Transport Pilot <input type="checkbox"/> Instrument Rating <input type="checkbox"/> High Performance Endorsement <input type="checkbox"/> Complex Endorsement <input type="checkbox"/> Multi Engine Airplane Rating <input type="checkbox"/> Flight Instructor – Airplane <input type="checkbox"/> Flight Instructor – Instrument <input type="checkbox"/> Medical (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , BM)	<input type="checkbox"/> Personal/Recreational <input type="checkbox"/> Corporate (91/135) <input type="checkbox"/> Airline (121) <input type="checkbox"/> Military <input type="checkbox"/> Other (explain Sec. IV)	TOTAL TIME	<b>Check all that apply. Use Section IV to explain:</b> <input type="checkbox"/> Flown less than 15 hrs in past 12 months <input type="checkbox"/> Flown more than 25 hrs in past 12 months <input type="checkbox"/> Have 10 hours or more in G1000 <input type="checkbox"/> Have instructed 10 hours or more in G1000 <input type="checkbox"/> Have 10 hours or more in TAA (not G1000) <input type="checkbox"/> Have instructed 10 hours or more in TAA	
		PIC		
		CROSS CTRY		
		FLIGHT REVIEW		
	DATE COMPLETED			
	METHOD OF COMPLETION			
	<input type="checkbox"/> Flight Review <input type="checkbox"/> New Certificate <input type="checkbox"/> FAA Wings <input type="checkbox"/> Other			
	SECTION III – CAP PREREQUISITES			
	High Performance Airplanes	Complex Airplanes	G1000 Equipped Airplanes	
	<input type="checkbox"/> FAA High Performance Endorsement	<input type="checkbox"/> FAA Complex Endorsement <input type="checkbox"/> 100 Hours total PIC time <input type="checkbox"/> 10 hours PIC and 25 takeoffs and landings in complex airplanes	<input type="checkbox"/> Experience necessary to request waiver for G1000 VFR training <input type="checkbox"/> Experience necessary to request waiver for G1000 IFR training <input type="checkbox"/> Experience necessary to request waiver for G1000 IP training	
SECTION IV – REMARKS				
<p>INSTRUCTIONS: Provide any additional necessary to help establish a training footprint. For answers in Section II and III that indicate a remarks entry is necessary ensure a detailed response is provided.</p>				
SECTION V – MENTOR INFORMATION				
MENTOR NAME (LAST, FIRST)	CAPID	PHONE	E-MAIL	

## 6.2. Attachment 2: Training Plan Worksheet

TRAINING PLAN WORKSHEET							
SECTION I – PERSONAL INFORMATION							
CAPID	NAME (Last, First MI)		PHONE	E-MAIL			
UNIT CHARTER		UNIT NAME			DATE JOINED CAP		
SECTION II – MENTOR SESSIONS LOG							
CAPID	PILOT ONBOARDING MENTOR NAME (Last, First MI)			PHONE	E-MAIL		
MENTOR SESSION 1 DATE	DELIVERY METHOD <input type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input type="checkbox"/> Other			REMARKS/UNANSWERED QUESTIONS/ETC			
MENTOR SESSION 2 DATE	DELIVERY METHOD <input type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input type="checkbox"/> Other			REMARKS/UNANSWERED QUESTIONS/ETC			
PREFLIGHT SESSION DATE	DELIVERY METHOD <input type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input type="checkbox"/> Other			REMARKS/UNANSWERED QUESTIONS/ETC			
PRE-FORM 5 SESSION DATE	DELIVERY METHOD <input type="checkbox"/> Virtual <input type="checkbox"/> In-Person <input type="checkbox"/> Other			REMARKS/UNANSWERED QUESTIONS/ETC			
SECTION III – ONBOARDING INSTRUCTOR PILOT(S) INFORMATION							
CAPID	NAME (Last, First MI)			PHONE	E-MAIL		
CAPID	NAME (Last, First MI)			PHONE	E-MAIL		
SECTION IV – MENTOR RECOMMENDATIONS FOR TRAINING PLAN							
HAS FAA HP ENDORSEMENT		HAS FAA COMPLEX ENDORSEMENT		HAS FAA INSTRUMENT RATING		HAS FAA CFI CERTIFICATE	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CAP TRANSITION/ENDORSEMENT TRAINING NEEDS				# OF ONBOARDING FLIGHTS RECOMMENDED		PLANNED FORM 5 DATE	
<input type="checkbox"/> CAP VFR PILOT ONBOARDING		<input type="checkbox"/> CAP MOUNTAIN FLYING ENDORSEMENT TRAINING	<input type="checkbox"/> CAP G1000 VFR ENDORSEMENT TRAINING				
<input type="checkbox"/> CAP IFR PILOT ONBOARDING		<input type="checkbox"/> CAP TURBO ENDORSEMENT TRAINING	<input type="checkbox"/> CAP G1000 IFR ENDORSEMENT TRAINING				
<input type="checkbox"/> FAA HP ENDORSEMENT TRAINING		<input type="checkbox"/> CAP ORIENTATION PILOT ENDORSEMENT TRAINING	<input type="checkbox"/> CAP G1000 NXI W/ ESP QUALIFICATION TRAINING				
<input type="checkbox"/> FAA COMPLEX ENDORSEMENT TRAINING		<input type="checkbox"/> CAP INSTRUCTOR PILOT ENDORSEMENT TRAINING	<input type="checkbox"/> CAP G1000 IP ENDORSEMENT TRAINING				
ARE ANY WAIVERS FOR GROUND AND/OR FLIGHT TRAINING FOR CAP TRANSITION/ENDORSEMENTS BEING REQUESTED? IF YES, PLEASE DETAIL IN THE WAIVERS SECTION BELOW <b>ALL WAIVERS MUST BE APPROVED BY THE WING STANDARDIZATION/EVALUATION OFFICER (DOV)</b>						<input type="checkbox"/> YES	<input type="checkbox"/> NO
WAIVERS REQUESTED							
GENERAL REMARKS FROM PILOT ONBOARDING MENTOR							

TRAINING PLAN WORKSHEET			
SECTION V – TRAINING PLAN			
ONBOARDING FLIGHT #1 DATE	ONBOARDING FLIGHT #2 DATE	ONBOARDING FLIGHT #3 DATE	ONBOARDING FLIGHT #4 DATE
FLIGHT #1 A/C	FLIGHT #2 A/C	FLIGHT #3 A/C	FLIGHT #4 A/C
FLIGHT #1 OBJECTIVES	FLIGHT #2 OBJECTIVES	FLIGHT #3 OBJECTIVES	FLIGHT #4 OBJECTIVES
SECTION VI – WING STANDARDIZATION/EVALUATION OFFICER (DOV) TRAINING PLAN APPROVAL			
CAPID	DOV NAME (Last, First MI)	DOV SIGNATURE	DATE
WAIVER REQUESTS APPROVED		WAIVER REQUESTS REJECTED	
GENERAL REMARKS/NOTES FROM DOV			
SECTION VII – INSTRUCTOR PILOT RECOMMENDATION FOR CAP PILOT FLIGHT EVALUATION (FORM 5)			
CAPID	RECOMMENDING IP NAME (Last, First MI)	RECOMMENDING IP SIGNATURE	DATE
RECOMMENDED CAP ENDORSEMENTS ON FORM 5:			RECOMMENDED AIRCRAFT TYPE FOR INITIAL FORM 5
<input type="checkbox"/> INSTRUMENT DEMO	<input type="checkbox"/> TURBO AIRCRAFT	<input type="checkbox"/> G1000 VFR	
<input type="checkbox"/> ORIENTATION PILOT	<input type="checkbox"/> MOUNTAIN FLIGHT	<input type="checkbox"/> G1000 IFR	
<input type="checkbox"/> HIGH PERFORMANCE DEMO	<input type="checkbox"/> INSTRUCTOR PILOT	<input type="checkbox"/> G1000 IP	
<input type="checkbox"/> COMPLEX DEMO			
GENERAL REMARKS FROM RECOMMENDING INSTRUCTOR PILOT			

## 6.3. Attachment 3: Mentor Session 1 Agenda – Initial Orientation

### Scheduling:

- Schedule within one week of receiving onboarding pilot information.

### Method of Conduct:

- In-person or online (*ensure screen-sharing capabilities for demonstrations*).

### Expected Session Length:

- Approximately 1 hour

### Session Objectives:

#### 1. Introductions and Contact Exchange:

- Introduce the Pilot Onboarding Program and explain the mentor's role.
- Introduce CAPP 70-12, *Pilot Onboarding Guide*, to the onboarding pilot and explain its purpose.
- Ensure the onboarding pilot understands how to contact the mentor.

#### 2. eServices Access:

- Verify onboarding pilot can log into eServices, access Ops Quals, and view WMIRS. (*Do not cover functionality in detail; this will be addressed in future sessions.*)

#### 3. New Pilot Experience Survey & Qualification Worksheet:

- Complete the survey together.
- Discuss onboarding process at a high-level based on pilot experience.
- Introduce the Training Plan Worksheet to the onboarding pilot for familiarity with the form and the process.

#### 4. Schedule Mentor Session 2:

- Provide onboarding pilot at least one week for CAPP 70-12 review. If additional time is needed, schedule a progress check within three weeks.

### Post Session Tasks:

#### • Mentor:

- Email a copy of the pilot experience survey to the onboarding pilot.
- Begin developing the training plan using the Training Plan Worksheet.
- Coordinate with local CAP Instructor Pilots to assist with the pilot onboarding.

#### • Onboarding Pilot:

- Review CAPP 70-12 in its entirety.
- Contact the mentor with any questions during self-study.

## **6.4. Attachment 4: Mentor Session 2 Agenda – Systems and Training Plan**

### **Scheduling:**

- At least one week after Session 1, no later than three weeks.

### **Method of Conduct:**

- In-person or online (*ensure screen-sharing capabilities for demonstrations*).

### **Expected Session Length:**

- Approximately 1 hour

### **Session Objectives:**

#### **1. Ops Quals Demonstration:**

- Onboarding pilot should demonstrate how to:
  - Access Ops Quals
  - Upload required documents
  - Enter tasks for validation

#### **2. WMIRS Demonstration:**

- Onboarding pilot should demonstrate how to:
  - Access missions
  - View aircraft discrepancy logs
  - Use the scheduling module
  - Understand sortie creation, briefing, and debriefing

#### **3. Answer Questions:**

- Address any questions arising from the onboarding pilot's self-study.

#### **4. Training Plan Review:**

- Review the completed Training Plan Worksheet.
- Discuss next steps and refine the plan if needed.

### **Post Session Tasks:**

- Mentor:
  - Submit the finalized Training Plan Worksheet to the Wing DOV.
- Onboarding Pilot:
  - Contact assigned instructor pilot (IP) as noted in the Training Plan Worksheet.
  - Continue asking questions as needed.

## **6.5. Attachment 5: Mentor Session 3 Agenda – Pre-Flight Mentor Session**

### **Scheduling:**

- Within one week prior to the onboarding pilot's first flight.

### **Method of Conduct:**

- In-person or online (*ensure screen-sharing capabilities for demonstrations*).

### **Expected Session Length:**

- Approximately 30 minutes

### **Session Objectives:**

#### **1. Administrative Readiness:**

- Confirm completion of all uploads and validations in Ops Quals.
- Verify pilot has documents, including FAA certificate, CAP ID, medical certificate, and government-issued photo ID

#### **2. Preflight Review:**

- Review CAPS 73-series documents with the onboarding pilot and ensure understanding.
- Review objectives for initial onboarding flight from Training Plan.

#### **3. WMIRS Readiness:**

- Confirm sortie is created in WMIRS correctly.
- Ensure Briefing, RAW and eFR documentation is ready.
- Ensure airplane is airworthy.

#### **4. Answer Questions:**

- Address any questions.

### **Post Session Tasks:**

- Mentor:
  - Confirm onboarding pilot is ready for their first flight.
- Onboarding Pilot:
  - Finalize sortie details in WMIRS
  - Prepare all required documentation for the flight.

## **6.6. Attachment 6: Mentor Session 4 Agenda – Pre-CAPF 70-5 Mentor Session**

### **Scheduling:**

- Within one week prior to the onboarding pilot's CAPF 70-5.

### **Method of Conduct:**

- In-person or online (*ensure screen-sharing capabilities for demonstrations*).

### **Expected Session Length:**

- Approximately 30 minutes

### **Session Objectives:**

#### **1. CAPF 70-5 Readiness Review:**

- Confirm all prerequisites for the CAPF 70-5 evaluation are met, including:
  - All required documentation uploaded and validated in Ops Quals.
  - CAPR 70-1 exams completed within the last 60 days.
  - Aircraft questionnaire completed for evaluation aircraft.
  - Other exams are completed as needed for endorsements.

#### **2. Discuss CAPF 70-5 Expectations:**

- Ensuring the onboarding pilot has received the Check Pilot's expectations document.
- Review the expectations document with the onboarding pilot and answer any questions.
- Ensure the onboarding pilot understands the evaluation process, including the oral, preflight, in-flight and postflight expectations.

#### **3. Answer Questions:**

- Address any questions.

### **Post Session Tasks:**

- Mentor:
  - Confirm onboarding pilot is ready for their first CAPF 70-5.
- Onboarding Pilot:
  - Prepare for the evaluation flight, bringing all required documentation and study materials.