



## REQUIREMENTS TO BECOME A CAP PILOT

**8-MAR-11**

### Getting Started

- Register with CAP eServices if you have not already done so, and complete your Statement of Understanding (<https://www.capnhq.gov>). CAP eServices is your gateway to most all information that you will need to access in the future such as Aircraft Scheduling, Aircraft Discrepancy Log etc. Spend some time and become familiar with it at this point. After you have registered with CAP eServices and you are logged in you can download the Statement of Understanding by selecting the “**CAP Pubs and Forms**” hyperlink on the left side of the screen, and then selecting “**CAP Pilot**” on the CAP website. You will find the form, along with a multitude of others you will need here.
- Join the **Group 6 OPS** e-mail list. Go to the Home page and select Group Email and register. (<http://group6cap.org/index.html>)
- Register on the FLWG web site and obtain a FLWG E-Mail address. This will keep you up to date on important information that relates to all FLWG pilots. Instructions to register can be found at the bottom of the home page, go to “**Pages**” select “**Member Log-In**”, and then select “**Register**”. This message group is for official business ONLY. You can access the FLWG web site at (<http://flwg.us/>).
- Download and print out a current copy of CAPR 60-1 and any existing FLWG Wing Supplements. You need to be very familiar with the contents of these documents for your check ride and flight operations as a CAP pilot. **You must also take them with you to your Form 5 check ride.** CAPR 60-1 (and any existing FLWG Supplements) can be found by logging in to your CAP eServices account, by selecting the “**CAP Pubs and Forms**” hyperlink on the left side of the screen, and then selecting “**CAP Pilot**” on the CAP website.
- There are several references made to other CAP Regulations (CAPR 62-2, CAPR 123-2, and CAPR 60-3) and CAP Forms (CAPF 9, CAPF 99, CAPF 104, and CAPF 84) contained within CAPR 60-1; these CAP Regulations and Forms may be accessed and reviewed by going to ([http://members.qocivilairpatrol.com/forms\\_publications\\_regulations/indexes\\_regulations\\_and\\_manuals.cfm](http://members.qocivilairpatrol.com/forms_publications_regulations/indexes_regulations_and_manuals.cfm) )
- Download CAP Form 5. Read it carefully as it details the knowledge areas and maneuvers that will be covered for your Form 5 Check ride. **You will need to take the CAP Form 5 (2 copies) with you to your Form 5 check ride.** The form can be found by logging in to your CAP eServices account, by selecting the “**CAP Pubs and Forms**” hyperlink on the left side of the screen, and then selecting “**CAP Pilot**” on the CAP website.

- Purchase a CAP uniform. All CAP members must wear a uniform (**no uniform, no fly**) when flying in CAP aircraft. It can be the golf shirt uniform, BDUs, a flight suit, or any other approved CAP uniform. When deciding what uniform to wear, the bottom line is to be comfortable. The CAP Uniform Manual (CAPR 39-1) may be accessed at ([http://members.qocivilairpatrol.com/forms\\_publications\\_regulations/indexes\\_regulations\\_and\\_manuals.cfm](http://members.qocivilairpatrol.com/forms_publications_regulations/indexes_regulations_and_manuals.cfm))
- You must have 200 hours of flight time as **PIC** to become qualified as a Cadet Orientation Pilot (COP). In order to be qualified to give O-rides to AFROTC students you must have 300 hours of flight time as **PIC**. If you would like to fly cadets download and print CAP Pamphlet 52-7. **Study it and take it with you to your Form 5 check ride.** During your check ride be prepared to “teach” as outlined in the Pamphlet. Your check pilot will be looking for a high level of flight proficiency as well as smoothness in your control of the aircraft. Many Cadets will be flying for the first time and it **MUST** be a positive and safe experience for them. To download CAP Pamphlet 52-7 go to ([http://members.qocivilairpatrol.com/forms\\_publications\\_regulations/pamphlets.cfm](http://members.qocivilairpatrol.com/forms_publications_regulations/pamphlets.cfm)) The USAF/CAP AFROTC Flight Program FY2011 can be found at [http://members.qocivilairpatrol.com/media/cms/AFROTC\\_10EFA8259D5C9.pdf](http://members.qocivilairpatrol.com/media/cms/AFROTC_10EFA8259D5C9.pdf)
- After studying all of the material, log on to Cap eServices, select the “**CAP Online Exams**” tab on the left side of the page and scroll down to “**Stan/Eval Program Examinations**”. Follow the instructions and take the CAPR 60-1 Form 5 Annual Examination - Powered exam. If you wish to fly Cadets, also take the Cadet Orientation Pilot Quiz - Powered (with or without AFROTC depending on your qualifications). **Print out your completion certificate(s) (exam must be completed within 60 days of the Form 5 check ride) and bring a copy with you to your Form 5 check ride.**
- Print out several copies of the Airplane Questionnaire and take them with you to your Form 5 familiarization flights to fill out. **Bring the completed Questionnaire (completed within 60 days of Form 5 check ride) with you to your Form 5 check ride.** The Airplane Questionnaire can be found by logging in to your CAP eServices account by selecting the “**CAP Pubs and Forms**” hyperlink on the left side of the screen and then selecting “**CAP Pilot**” on the CAP website.

### **Form 5 Preparation Flight**

- Schedule a familiarization/preparation flight **with** a CAP Instructor Pilot (IP). You must show at least 1 hour of logged proficiency flying in the aircraft within 30 days of your check ride. You need to know systems, emergency procedures, weight & balance, flight release, etc. Also, familiarize yourself with the CAP Aircraft Information File that is kept in the plane. CAP corporate planes are used for 99% of our flying. (Fly as much as necessary to insure your proficiency level meets at least the Private Pilot PTS)
- Your IP will obtain a sortie in the WMIRS system for your flight. A sortie is required for all CAP flights and to obtain release of the flight by a FRO. Have your IP explain how to access and obtain a sortie in WMIRS. You will need to be very familiar with this procedure and the WMIRS system.
- When you have completed your familiarization/preparation flights have your IP present you with contact information for local CPs. Make an appointment with a CP for your Form 5 check ride.
- **Keep in mind that if you complete your Form 5 check ride preparation with a Check Pilot (as opposed to an Instructor Pilot), then a Check Pilot other than the one you prepared with must give the Form 5 check ride.**

- If you are not familiar with the requirements of the PTS, purchase a copy from any pilot shop or download it for free from the FAA.  
([http://www.faa.gov/training\\_testing/testing/airmen/test\\_standards/pilot/](http://www.faa.gov/training_testing/testing/airmen/test_standards/pilot/))
- Log into eServices, go to “**WMIRS**” hyperlink on left side of the screen, then select “**Return to WMIRS Menu**” on the left side of the screen,, and then select “**Aircraft Scheduling**” and reserve the aircraft (see Instructions hyperlink at the top of the screen) for your familiarization flight.
- Go to your familiarization flight(s) with the IP. The IP will review your paperwork and knowledge of CAP procedures to see if you are ready.
- Have your IP get a flight release since the FRO will only “release” the PIC. However, you need to know the procedure so have your IP go over it with you. Again, this will involve obtaining a sortie in WMIRS.
- Know where the aircraft is and how to get into the lock box for the keys. Your IP may have to show you the first time.
- Get to the aircraft early and use the POH and other on-board documents to fill out the Airplane Questionnaire. Get your IP to check it with you for correctness.
- Make sure your IP goes over the Aircraft Information File with you so you understand what it contains and how to determine Airworthiness of the aircraft. Make sure he goes over what paperwork entries are required for each flight.

#### ➤ **Form 5 Check Ride**

- When the IP says you are ready, schedule a Form 5 check ride with a CAP Check Pilot (CP). Make sure you review the requirements listed in CAPR 60-1 (3-1) PRIOR to scheduling your check ride, this includes being current per FAA 14 CFR 61.57(a) (1).
- If you have the necessary flight hours and want to be tested for Cadet Orientation Pilot (COP) during your check ride tell the CP at this time.
- Log into eServices, go to WMIRS and reserve the aircraft for your Form 5 check ride.
- Fill out the top line (identifying info) on two blank CAPF-5's.also be sure you fill out your Aircraft Questionnaire.
- On the day of your Form 5 check ride be in a **proper uniform** and bring the following paperwork with you: **A copy of CAPR 60-1, CAPP 52-7, (2) CAPF Form 5s, completed Aircraft Questionnaire, written 60-1 test results, your pilot and medical certificate, logbook (with proof of BFR and 90 day currency), CAP membership card, current Sectional, IAP Charts (for IFR privileges), current FAR/AIM, and POH.**
- Since this is your first CAP Form 5 check ride, your CP will have to get the flight release, but he will question you on the proper procedure during the oral portion of your exam.
- Be prepared, relax and have a successful check ride. (Remember that the CP is only there to evaluate your flying skills, this **IS NOT** an instructional session. Be aware that once the check ride starts, good or bad, paperwork **MUST** be generated.)

- Upon completing the Form 5 check ride, update eServices with your completion date, etc. and be sure that you have the CP **validate** the entries. You will not be released to fly until all entries have been **validated** by the CP. You must however enter the information so the CP can validate it. In eServices go to the **“My Operations Qualifications”** hyperlink on the left side of the screen and select it. You will see an **“OPS Qualifications Users Guide”** on the next page which you can review for instructions on data entry.
- As part of the validation process all Pilots must upload copies of their CAPF5, Questionnaire, Current Medical Certificate, Pilots Certificates, and Statement of Understanding. You may do this in eServices by selecting **“My Operations Qualifications”** on the left side of the screen, then select the **“Airplane”** hyperlink on the left side of the screen, and then select the **“View/Upload Documents”** hyperlink at the top of the screen.
- If your CP endorsed you as a Cadet Orientation Pilot when FLWG approves your endorsement you may begin to fly cadets. NOT BEFORE! The CP will submit your COP endorsement for FLWG approval.
- When you have completed your Form 5 check ride and all of your information has been validated you will then able to be released to fly CAP aircraft. . Remember all flights are required to be entered into the Web Information Reporting System (WMIRS) and require release from a FRO. Review the WMIRS Instructions which will detail how to enter the information on your flights. WMIRS Instructions can be accessed through your eServices account by selecting the **“WMIRS”** hyperlink on the left and then selecting the **“WMIRS Instructions”** hyperlink on the left side of the next screen.
- Keep in mind that being approved as a Cadet Orientation Pilot is a privilege that is not granted to everybody simply because they have the required flight hours. It must be earned. We take the safety of our cadets **VERY** seriously.
- **Be sure to save hard copies** of all of your paperwork. You never know when you might be called upon to provide them in the future.
- Last but not least remember **FLIGHT SAFETY IS PARAMOUNT**, and that **FLYING CAP AIRCRAFT IS A PRIVILEGE, NOT A RIGHT OF MEMBERSHIP**.

**For any additional questions you may contact:**

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