

Memo to: All Group and Squadron Commanders  
CAP Flight Instructors and Check Pilots

From: Phil Blank, DOV

cc: Ron Butts, DO

15 October 2008

Subject: Clarification of Check and Instructor Pilot Record Handling

As part of making sure that the Wing Maintained pilot files are properly synchronized, the following procedures should be utilized for Wing Assigned Pilots, Check Pilots, Check Pilot Examiners and for Flight Instructors. The purpose of this email is not to set policy but to provide clarification of existing policy in an effort to make the process more efficient. Of course, if you have any questions, please feel free to contact me directly.

For **WING ASSIGNED** pilots, instructors and check pilots:

Wing assigned pilots are just that. This is a relatively small number of pilots and they are assigned directly to the Wing. Their paperwork (e.g. Form 5's, Airplane questionnaires, Medical's, CFI renewals and BFR's) should be electronically scanned (PDF please) and sent to [Philip.Blank@yahoo.com](mailto:Philip.Blank@yahoo.com). If you do not have a scanner, you may send them to the address below and they will be scanned and forwarded directly to Wing electronically. Again, this is a relatively small number of individuals.

For **NON-WING ASSIGNED** instructors and check pilots:

These are pilots who are assigned to a specific squadron and represent the vast majority of the Flight Instructors, and Check Pilots in CAP. For Flight Instructors, Check Pilots, and Check Pilot examiners, DOV is the designated approval authority and paperwork should be sent directly to the address below. You may send paper or PDF. Copies may be kept at the squadron level but this is not a requirement other than the CAWGF 117 and other **normal** pilot documentation (that which is not related to their designation as a Flight Instructor or Check Pilot). Scanned PDF's may be sent to [Philip.blank@yahoo.com](mailto:Philip.blank@yahoo.com). Hard copies may be sent to:

Capt. Philip Blank, DOV  
1339 Hearst Drive  
Pleasanton, CA 94566

## GENERAL ISSUES

**IMPROPER PROCEDURES:** While most pilots are well familiar with CAPR 60-1, many pilot applicants and squadron commanders appear to be unfamiliar with the procedures contained within <http://cawg.cap.gov/Files/Manuals/CHAPTER7%20C2.pdf>. Please ensure that you have reviewed the process and content surrounding the 'Form 5 package' contained in Paragraph 7-4. This package needs to be routed to DOV. Again, can be either paper or PDF.

**IMPROPERLY FILLED OUT F5's and Airplane Questionnaires:** Please ensure that the form 5's are properly and completely filled out. For example, using checks rather than initials will result in a rejection of the form 5. Remember F5's (as well as F91's) must be filled out **by hand**. The same applies to airplane questionnaires. They must be filled out **by hand** and verified by the check pilot. Xerox copies of previous questionnaires are not acceptable.

**LACK OF CURRENCY:** Once an individual has become designated as a flight instructor or check pilot, they must maintain currency and DOV **MUST** have a current copy of their Medical, FAA Flight Instructor certificate and Biennial Flight Review. We are seeing cases where they are entered into e-Services and then validated without being sent to DOV. In those cases, the pilot will be suspended until DOV has a copy of the document. Again, can be PDF or paper.

**FORM 5 COPIES NOT ROUTED:** For **ALL** pilots, it is critical that Jim Hattois receive a copy of the Form 5 itself. Jim is currently tasked with producing statistics on Wing activity. If you are giving Form 5's and Jim is

not receiving them, you are not getting credit for your activity and may be suspended for lack of activity. Again, can be PDF or paper.

**LACK OF ACTIVITY:** We are seeing situations where check pilots appear to be giving no Form 5 (or F91) rides between NCPSC classes. If you are not showing some amount of activity and involvement in both the flight operations aspects of CAP (e.g. form 5's etc.) or in your local squadron, you risk having your privileges suspended.

**DESIGNATION AS CHECK PILOT OR FLIGHT INSTRUCTOR:** Being a CAP Flight Instructor or Check Pilot is a privilege and not a right. Just because someone meets the minimum requirements does not mean that they automatically should become so designated. According to the CAWG Regulations, "...The unit commander's endorsement further implies that the applicant is considered competent to perform the duties of the designation being sought." You should have this conversation with your member BEFORE they apply to attend the NCPSC.