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29 June 2023

MEMORANDUM FOR RECORD

FROM: CAWG/CC

SUBJECT: Nondirective Publication Disclaimer – CAWGP 70-1-1

1. Attached to this memorandum is California Wing Pamphlet 70-1-1. This pamphlet is a nondirective publication, as that term is defined on page 18 of CAPR 1-2.
2. Compliance with this pamphlet is not mandatory. Any requirements or procedures explained in this pamphlet are either directed by other, directive publications or are provided as suggested methods, techniques, and/or best practices.
3. To the extent that the requirements or procedures explained in this pamphlet exceed the requirements and procedures directed by Civil Air Patrol, Pacific Region, or California Wing directive publications or by applicable law, a failure to comply with the requirements or procedures explained in this pamphlet shall not constitute a discrepancy for purposes of a Compliance Inspection or Subordinate Unit Inspection, nor shall they be grounds for termination of membership under CAPR 35-3.
4. Any directive language used in this pamphlet to describe a requirement or procedure which exceeds the requirements and procedures directed by Civil Air Patrol, Pacific Region, or California Wing directive publications or by applicable law, shall be interpreted as nondirective.

A handwritten signature in black ink, appearing to read "Ross E. Veta".

ROSS E. VETA, Col, CAP
Commander

Attachment:
CAWGP 70-1-1, 29 June 2023

California Wing Pamphlet 70-1-1

Guidelines for Instructor and Check Pilot Appointments

29 June 2023

OPR: DOV



1. Under Civil Air Patrol Regulation 70-1, paragraphs 4.3.1.1.4., 4.3.2.1.4., and 4.3.3.1.2., the California Wing Commander may, at his discretion, appoint qualified members as instructor pilots (IPs), check pilots (CPs), and check pilot examiners (CPEs). Under Civil Air Patrol Regulation 35-6, paragraph 8.b., the California Wing Commander may, at his discretion, appoint qualified members as mission check pilots (MCPs), and mission check pilot examiners (MCPEs) for airplanes and gliders. This pamphlet explains the criteria that the California Wing Commander and his designees employ when reviewing applications for such ratings.

2. The criteria explained in this pamphlet do not supersede or modify the minimum qualifications for each rating as set forth in CAPR 70-1 or elsewhere. The criteria explained in this pamphlet are guidelines. Exceptional circumstances, such as the exceptional qualifications of the applicant or the needs of the wing, may warrant a departure from these criteria.

3. Service as an instructor or check pilot is very important to the mission of Civil Air Patrol and California Wing. California Wing is grateful for the instructor and check pilots who have volunteered their time and talent in service to our organization.

4. Service as an instructor or check pilot is a privilege, not a right. The California Wing Commander or his designees closely review every application for instructor or check pilot ratings to determine whether each applicant is a good fit for the position, will uphold a culture of safety and mission effectiveness, and has the skill and knowledge necessary for the position. Squadron- and group-level reviewers are encouraged to conduct an independent assessment of each application as well.

5. Check pilot appointments should not be considered honorary and offered as a reward for years of service. They should be offered to candidates who meet the qualifications and are actively working with the membership. Candidates are encouraged to contact the wing DOV before requesting a CAPF 70-5 or CAPF 70-91 with instructor or check pilot endorsements (unless previously held).

6. Instructor Pilot (IP) Appointments. The California Wing Commander and his designees employ the following criteria when reviewing applications for Instructor Pilot ratings:

- a. Six months as a CAP member. High activity in CAP may shorten this interval.
- b. General emergency services (GES) complete.

c. Instructional knowledge of all facets of the CAP flight program, namely: (1) uniforms; (2) flight release procedures; (3) WMIRS entries; (4) the e108 process; and (5) CAP Regulations 70-1, 160-2, 130-2, and any applicable supplements.

d. Strong knowledge in: (1) FAA ACS for private pilot, commercial pilot, ATP, and instrument; and (2) CAP standards related to standardization and evaluation, with a focus on CAPS 71-1 (CAPS 71-2 for gliders), CAPS 72-2, CAPS 72-5, CAPS 72-6, CAPS 73-1, and CAPP 70-12.

e. When necessary, be able to “take control” of the aircraft while in the right seat.

f. Proficient in flying and landing the airplane from the right seat.

g. Must be able to encourage and mentor volunteers.

h. Recent dual instruction experience is preferred.

7. Check Pilot (CP) Appointments. The California Wing Commander and his designees employ the following criteria when reviewing applications for Check Pilot ratings, in addition to all criteria applicable to Instructor Pilot appointments:

a. One year since being appointed as a CAP instructor pilot.

b. In the last three years, successfully trained and recommended five candidates (one for glider check pilot candidates) towards an initial CAPF 70-5 evaluation (defined in CAPR 70-1 paragraph 7.2) or a CAPF 70-5 to add an endorsement not previously held. Those candidates must have passed their CAPF 70-5 evaluations.

c. Conducted two hours of ground instruction in CAP, such as G1000 ground schools.

d. Uphold and apply FAA and CAP standards in all evaluations.

e. 75 hours of dual instruction given. This does not apply to glider check pilot candidates.

f. All applicants should email the following information to CAWG/DOV: (1) a brief summary of the applicant’s aeronautical experience showing how the above criteria are met; and (2) a summary of the applicant’s CAP instructional activity, listing dual hours given, names of candidates recommended for which endorsements or qualifications.

g. The applicant should obtain two recommendations in support of his application. The first recommendation should be written by a current active check pilot in good standing, different than the check pilot who will administer the applicant’s CAPF 70-5 to add the check pilot endorsement. The second recommendation should be written by the DOV or commander of the group to which the applicant is assigned or in which the applicant is most active. Any member

assigned to wing headquarters need not obtain the second recommendation. Each recommendation should be emailed directly to CAWG/DOV by the recommender.

8. Check Pilot Examiner (CPE) Appointments. The California Wing Commander and his designees employ the following criteria when reviewing applications for Check Pilot Examiner ratings, in addition to all criteria applicable to Check Pilot appointments:

- a. One year since being appointed as a CAP check pilot.
- b. 150 hours of dual instruction given. This does not apply to glider check pilot examiner candidates.
- c. Administered ten CAPF 70-5 evaluations (five for glider check pilot examiner candidates).
- d. Ability to evaluate another pilot's instruction and evaluation skills.
- e. Technician rating in the standardization and evaluation professional development track.

9. Mission Check Pilot (MCP) Appointments. The California Wing Commander and his designees employ the following criteria when reviewing applications for Mission Check Pilot ratings:

- a. One year since qualifying as a mission pilot (MP).
- b. Successfully conducted three sorties as a mission pilot mentor for an initial or renewal trainee in the right seat.
- c. Successfully conducted two hours of ground training for mission pilot or mission observer trainees.
- d. Strong knowledge of relevant facets of the CAP flight program, namely: (1) uniforms; (2) flight release procedures; (3) WMIRS entries; (4) the e108 process; (5) CAP Regulations 70-1, 160-2, 130-2, and any applicable supplements; and (6) CAPS 72-2 and CAPS 73-1.
- e. Uphold and apply CAP standards in all evaluations.
- f. When necessary, be able to "take control" of the aircraft while in the right seat.
- g. Must be able to encourage and mentor volunteers.
- h. All applicants should email the following information to CAWG/DOV: (1) a brief summary of the applicant's experience as a mission pilot or observer in CAP, showing how the above criteria are met; and (2) the names of mission pilot trainees mentored.

i. The applicant should obtain two recommendations in support of his application. The first recommendation should be written by a current mission check pilot in good standing, different than the check pilot who will administer the candidate's CAPF 70-91. The second recommendation should be written by the DOV or commander of the group to which the applicant is assigned or in which the applicant is most active. The second recommendation should contain a section explaining why the group needs an additional mission check pilot. Any member assigned to wing headquarters need not obtain the second recommendation. Each recommendation should be emailed directly to CAWG/DOV by the recommender.

10. Mission Check Pilot Examiner (MCPE) Appointments. The California Wing Commander and his designees employ the following criteria when reviewing applications for Mission Check Pilot Examiner ratings, in addition to all criteria applicable to Mission Check Pilot appointments:

- a. One year since being appointed as a mission check pilot.
- b. Administered six CAPF 70-91 evaluations.
- c. Ability to evaluate another pilot's instruction and evaluation skills.