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15 November 2023

MEMORANDUM FOR RECORD

FROM: CAWG/CC

SUBJECT: Nondirective Publication Disclaimer – CAWGP 70-1-3

1.   Attached to this memorandum is California Wing Pamphlet 70-1-3. 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.

CRAIG E. NEWTON, Col, CAP
Commander

Attachment:
CAWGP 70-1-3, 15 November 2023

California Wing Pamphlet 70-1-3
Pilot Flight Evaluation (CAPF 70-5) Candidate Guide
15 November 2023
OPR: DOV

Table of Contents

Chapter 1: Introduction

1.1. Training to be a CAP pilot is both challenging and rewarding. It is challenging because you are asked to perform to specific standards possibly many years after your most recent FAA check ride. In addition, you are asked to learn and adapt to CAP regulations and procedures that are likely entirely new to you. At the same time, completing this process will make you a better pilot both in terms of skill and decision making / risk analysis. It is partly why CAP has a safety record comparable to part 135 operations. Plus, completing CAP pilot training opens exciting possibilities like mission pilot training.

1.2. The purpose of this guide is to demystify the process by referring you to useful resources but also by explaining how the process works. Hopefully after studying this guide, you will get a better understanding of what success looks like and how to get there. In parallel with reading this guide, you should consult CAP's [pilot onboarding page](#) and [CAPP 70-12, *Pilot Onboarding*](#). They explain the steps necessary to achieve different qualifications, have an overview of flight management in CAP such as creating and closing out sorties, and other excellent information.

1.3. An important part of success is finding a mentor. A mentor does not have to be a CAP instructor pilot or a FAA CFI. A mentor is any member with experience in becoming a CAP pilot who is willing to guide you through the process and teach you the ropes. Be proactive in finding a mentor because that will be a large part of your success. Please work with your squadron to make this happen.

1.4. While undergoing a CAPF 70-5 evaluation every year may appear cumbersome, maintaining flying proficiency is important to CAP's safety record and high effectiveness in missions. In addition, annual flight evaluations are a great opportunity to receive thorough and constructive feedback to help in your pursuit to constantly keep improving. This guide begins with an initial applicant checklist to guide you step by step. Then this guide presents some general information followed by what to expect before and during your CAPF 70-5A evaluation flight. Then, this guide has links to common resources and causes for failure. This guide ends with frequently asked questions.

1.5. Ultimately, the purpose of a CAPF 70-5 evaluation is to determine if the candidate pilot is safe and trusted to fly with other members and cadets. This is a big responsibility to those members and to the public.

1.6. Finally, remember that standards and regulations may change. This guide does not supersede any CAP regulation or standard, FAA guidance or regulations, POH, etc. This guide is intended only to help you prepare.

Chapter 2: Preparation Checklist for Initial Applicants

This list is the order of steps to take to be eligible for a CAPF 70-5 evaluation with the qualifications you are looking for. The order of this list is not strict, but it is meant to show you everything that you must complete. The rest of the guide provides more information about many of these items.

2.1. Study CAP's pilot onboarding page and CAPP 70-12, *Pilot Onboarding*.

2.2. Upload your FAA pilot certificate, endorsements and medical or basic med information in Ops Quals. Same with a high performance and complex endorsement if you have them. For instructors, your TSA training certificate as well. Then request validations that match the information you uploaded. Refer to CAPP 70-12.

2.3. Complete the memorandum of understanding on Ops Quals (pilot prerequisites page).

2.4. (Recommended) Complete ICUT Introductory Communications User Training (plus evaluation).

2.5. Complete the "aircrew professionalism" and "aircraft ground handling" courses found in AXIS.

2.6. Complete cadet protection training if you are seeking to fly cadet orientation flights.

2.7. Complete general emergency services (GES) training, available through AXIS.

2.8. Complete Level 1 of professional development.

2.9. Complete the California wing (CAWG) LMS "WMIRS – Aircraft Scheduling, Sortie Creation, W&B, Etc." training.

2.10. Study CAPR 70-1 and CAPR 160-2.

2.11. Make sure you have an appropriate uniform according to CAPR 39-1.

2.12. If you want to add the orientation pilot endorsement:

    2.12.1. Verify that you meet the PIC hour requirements in CAP regulation 70-1.

    2.12.2. Upload evidence of PIC time and request validation in Ops Quals.

    2.12.3. Study CAPP 60-40.

2.12.4. Complete the appropriate orientation pilot quiz(es) in AXIS (with or without ROTC).

2.13. If you want to add a G1000 VFR, IFR, or IP endorsement:

2.13.1. If you have substantial prior G1000 experience, coordinate with your squadron or group DOV to request a waiver of the transition training requirement from the California Wing DOV. An explanation of the process can be found in CAWG Pamphlet 70-1-2, *G1000 Training Waiver Guide*.

2.13.2. Otherwise, you must complete CAP G1000 transition training for VFR, IFR, and IP separately for each of these three endorsements you are requesting. For each of these endorsements separately:

2.13.2.1. Refer to CAPS 71-1 to understand the transition training syllabus

2.13.2.2. (Recommended) Complete the appropriate (VFR, IFR, or IP) online G1000 course in AXIS.

2.13.2.3. (Recommended) Review CAP's and Garmin's G1000 slides (CFAI 10a_GFC700) located here.

2.13.2.4. Complete an instructor-led ground course. Those are typically scheduled by squadrons or groups so be on the lookout for the next available opportunity.

2.13.2.5. Satisfactorily complete the flight portion(s) of the transition training with a CAP instructor pilot (IP).

2.13.2.6. Complete CAPF 70-11, upload in Ops Quals, and request validation for the appropriate transition training in pilot prerequisites.

2.14. Check with your squadron or group DOV If you want to add turbocharged or mountain flying endorsements to verify availability and criteria based on CAWG syllabi. Both of these endorsements require CAWG to have a defined training syllabus in order to be awarded. Those syllabi will be announced and published by the CAWG DOV.

2.15. If you are a FAA CFI/I and want to become a CAP Instructor Pilot (IP), please coordinate with your squadron or group DOV in advance of your 70-5 evaluation. CAWG has published a pamphlet that explains some of the criteria that are considered for instructor and check pilot appointments.

2.16. Find an evaluator and agree on a date and time. Reserve the chosen airplane for that. You can use CAWG's find a check pilot tool or PCR's mobile tools.

2.17. Complete the following two online 70-1 exams in AXIS within 60 days of your CAPF 70-5 evaluation:

2.17.1. CAPR 70-1 general flight exam (within a year of your evaluation).

2.17.2. CAPR 70-1 powered flight exam (within 60 days of your evaluation).

2.18. Fill out and bring with you a CAPF 70-5Q-A for the aircraft being used in the evaluation. You do not need to fill out questionnaires for other aircraft in which you were previously CAP qualified with an initial CAPF 70-5 evaluation in the past.

2.19. To make sure everything is complete, use the "What do I need?" function in Ops Quals -> Pilot.

2.20. Create a sortie and arrange for a flight release for your CAPF 70-5 evaluation flight.

Below please find a non-exhaustive graphical summary of the steps:

Study	Take timely Action	Day Before	Day of	Post-Form 5

1. R70-1; Flight Management
2. R160-1 Safety Program
3. R160-2 Safety Reporting / Review
4. S72-5: Aircrew evaluation – How the Form 5 Evaluation is run inc. preparation.
5. S72-6: Aircrew evaluation criteria
6. S73-1: Operation procedures
7. P70-10 and P70-11: Aviators and aircrew code of conduct
8. P60-40: Cadet orientation flight program guide
9. Aircraft POH esp. emergency memory items
10. Avionics manuals
 	
9. Helpful documents:
  1. P70-12 Pilot Onboarding
  2. CAPF 70-5 CAWG Candidate Preparation Guide
3. Be aware of:
  1. S71-4: Funded AFAM proficiency flight profiles
  2. S71-5: corporate proficiency flight profiles
  3. S72-2: Mission Symbols
  4. F70-2: Flight Release Checklist
	1. Check CAP ID
	2. Check validity and that uploaded on eServices:
	
	  • FAA medical
	  • Flight review
	  • Instrument Proficiency
	  • Passenger carrying currency
	  • All initial form 5s and aircraft questionnaires
	3. Written exam on AXIS (within 60 days)
	4. Complete F70-5: Form 5 Evaluation - Airplane
	5. Complete F70-5A: Aircraft Questionnaire (within 60 days)
	6. Complete Orientation Pilot test (within 4 years)
	7. Contact check pilots (PRMA)
	8. Reserve aircraft (WMIRS)
	9. Check MX hours remaining (AMRAD)
	10. Check uniform
	11. Prepare flight per evaluator email.
		12. Check maintenance / squawks (AMRAD)
		13. Weight + Balance
		14. Calculate TOLD
		15. Form 104 (WMIRS)
		16. Find Flight Release Officer
		17. Obtain flight release
		18. Normal Flight planning
			19. Check:
			
			  • Weather
			  • Flight release
			1. IMSAFE
			2. Meet check pilot
			3. Oral evaluation
			4. Conduct flight
				5. Upload Form 5 + questionnaire (eServices)
				6. Close Form 104 (WMIRS)
				7. Submit Form 108 if applicable (WMIRS)

Chapter 3: General Information

3.1. *The Actual CAPF 70-5*

3.1.1. You can gain a good understanding of what you are expected to demonstrate by studying CAPF 70-5. This form is used to record pilot evaluations. Always make sure you are looking at the latest version. It consists of three pages and ten sections.

3.1.2. On the first page you will fill out your name, CAP ID, and the date of the evaluation. Your evaluator will then complete your flight time once you are done and will initial the endorsements you earned. Sections 1 and 2 contain tasks that apply to any annual CAPF 70-5. Sections 3 to 10 contain tasks to earn particular endorsements. On the third page you will date and sign at the top. You can also fill out your certificate information. Your evaluator will fill out the rest, including any comments to either clarify or add information to the CAPF 70-5.

3.2. *CAPF 70-5 Endorsements*

Ops Quals Endorsements (Evaluator's Initials)					
	Instrument Demo		G1000 VFR		Orientation Pilot
	High Performance Demo		G1000 IFR		Instructor Pilot
	Complex Demo		G1000 IP		Check Pilot
	Turbo Aircraft		Mountain Flight		
Other Endorsements:					

The list of available endorsements in the June 2020 version of CAPF 70-5 are shown above. They are described in CAPR 70-1, and the criteria are listed in CAPS 72-6. All these endorsements (except "Turbo Aircraft") expire twelve calendar months after the annual flight evaluation (CAPF 70-5) that awarded them. Therefore, they should be renewed at every annual CAPF 70-5. Here is a brief explanation of each endorsement according to regulations as of the time of writing of this document:

3.2.1. <u>High performance demo</u>: This endorsement is renewed by completing an annual or abbreviated CAPF 70-5 in a high-performance aircraft as defined by the federal aviation regulations (FARs) 61.31(f): an aircraft with an engine of more than 200 horsepower.

3.2.2. <u>Complex demo</u>: This endorsement is renewed by completing an annual or abbreviated CAPF 70-5 in a complex aircraft as defined by FAR 61.31(e). CAPR 70-1 defines some approved substitutes. Note that currently in California wing we do not have any complex corporate CAP aircraft. Therefore, this endorsement is almost never awarded to CAWG pilots.

3.2.3. <u>Orientation pilot</u>: This endorsement is required to apply for the orientation pilot appointment to fly cadet orientation flights.

3.2.4. <u>Instrument demo</u>: This endorsement is required to act as PIC under IFR or in conditions such as special VFR or below visibility minimums as outlined in CAPR 70-1.

3.2.5. <u>Instructor pilot</u>: This endorsement is required to request the instructor pilot appointment to be a CAP instructor pilot (IP) and provide flight instruction in CAP aircraft. Applicants for this endorsement must fly the entire sortie from the right seat as per CAPS 72-5.

3.2.6. <u>Check pilot</u>: Similar to above but for check pilot privileges.

3.2.7. <u>G1000 VFR/IFR/IP</u>: These endorsements are specific to G1000 aircraft. To operate a G1000 aircraft the PIC must have at least a G1000 endorsement. To operate a G1000 aircraft under IFR, the G1000 IFR endorsement is required. Likewise, the instructor in a G1000 aircraft the G1000 IP (instructor) pilot endorsement is required. To be eligible to receive any of these endorsements for the first time, the candidate must complete the appropriate transition syllabus that is outlined in CAPS 71-1, or request a waiver based on prior experience. G1000 transition training is discussed later in this document.

3.2.8. <u>Turbo aircraft</u>: This endorsement is available for evaluation (CAPS 72-6) after completing the wing transition syllabus if one exists. This is the only endorsement that does not expire annually.

3.2.9. <u>Mountain flying</u>: This endorsement is available for evaluation (CAPS 72-6) after completing the wing transition syllabus if one exists. Wing or region supplements to CAPR 70-1 may require this endorsement for specific operations or to avoid limitations (e.g., operations from a high-elevation airport).

3.3. *Pilot Appointments*.

3.3.1. For orientation, tow, instructor, and check pilots, CAPF 70-5 endorsements themselves do not provide any privileges, but appointments do. Endorsements are just prerequisites for appointments. Appointments are approved by your unit, group, and wing. They are meant to provide an approval process to your chain of command before granting important privileges.
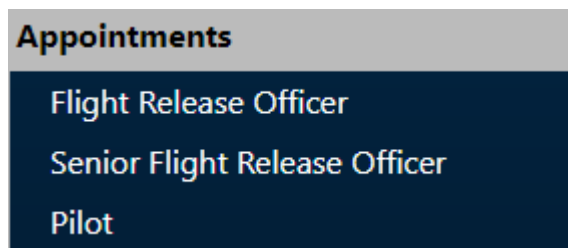
3.3.2. When you do each one of those CAPF 70-5 endorsements, your next step is to enter Ops Quals -> Appointments -> Pilot, click on the appointment you would like to request, and then submit at the bottom. Do this as soon as you earn the appropriate CAPF 70-5 endorsement because approvals are not instantaneous.

3.4. *Task Grades*

3.4.1. On the CAPF 70-5, you will notice that to the right of each task there are five options: qualified (Q), qualified with training (QT), unsatisfactory (U), verbally (V), and not performed (NP).

Those are explained in CAPS 72-5 and the standards you should meet to be awarded each grade for a particular task are shown in CAPS 72-6. In general, Q means that you demonstrated all the skill or knowledge the task was looking for. U means that your performance in that task was unsatisfactory. This triggers a failure of the entire CAPF 70-5 or a particular endorsement, as we explain later in this guide and CAP standard 72-5 dictates. V means that the task was completed verbally instead of an actual demonstration. Finally, NP means that the task was not performed.

3.4.2. QT is one of the big additions of the March 2020 version of CAPF 70-5. QT means that you were close, you demonstrated the important elements of that task, what you were missing does not compromise safety, and what you were missing can be covered with a debrief with your evaluator after flight. If your evaluator awards you a QT in a task, there should be an explanation in the notes on page 3 of CAPF 70-5. QT aims to reduce failures caused by non-critical deficiencies as well as to provide a trend record to see where our candidates can perform better in CAPF 70-5 evaluations.

3.4.3. Notice that V, NP and/or QT are not available for all tasks. That is intentional. Mandatory tasks (presented in *italicized* text) have no NP option. Similarly, tasks that must be demonstrated have no V option. Finally, some tasks are deemed critical, and candidates must meet standards in full, thus eliminating the QT option.

3.5. *Annual and Abbreviated CAPF 70-5s*

3.5.1. CAPF 70-5 evaluations have two major types, indicated by the selected check box at the top of the CAPF 70-5: annual and abbreviated. Annual evaluations renew qualifications for a year. They must be at least one hour of flight and consist of three takeoffs and three landings at a minimum. They also must cover the mandatory items specified in CAPS 72-5, that are also written in *italics* in CAPF 70-5. Annual CAPF 70-5s must accomplish the tasks for the endorsements that the candidate is seeking to gain or renew. For instance, someone who is not seeking instructor privileges need not worry about all the tasks in the instructor section. However, evaluators will usually require most if not all the applicable tasks even if they are not mandatory, as encouraged by CAP standard 72-5. You should be prepared and confident to execute all tasks ground and flight to appropriate standards.

3.5.2. Abbreviated evaluations are meant to add qualifications. They do not renew existing qualifications. Therefore, they are not required to perform tasks that were previously performed at the last annual CAPF 70-5 a candidate took, unless the abbreviated CAPF 70-5 is meant to add qualifications in a new make and model. Thus, they do not extend a pilot's qualifications beyond their current expiration date. For instance, someone who is G1000 VFR qualified may seek an abbreviated CAPF 70-5 evaluation to add the G1000 IFR endorsement. In that case, his existing pilot privileges will not be extended.   No online 70-1 exams are required for an abbreviated evaluation, but an aircraft questionnaire must be completed for the aircraft used in any CAPF 70-5 evaluation, including abbreviated ones.

3.6. *Who Can Administer CAPF 70-5s*

3.6.1. Current CAP pilots with a check pilot appointment and appropriate endorsements in their last annual CAPF 70-5 are authorized to administer CAPF 70-5s. Check pilots (that we also call evaluators) must be qualified in the airplane used in the CAPF 70-5, so make sure you verify when you first contact a check pilot. This can mean make and model or G1000, for which there are separate check and instructor pilot appointments. There are some additional requirements check pilots must meet that are outlined in CAPS 72-5 and CAPR 70-1 to award G1000, instrument, orientation, and check pilot CAPF 70-5 endorsements. Therefore, please be explicit about what aircraft you want to be evaluated in and what endorsements you are applying for. CAP check pilots are also instructor pilots but not necessarily vice versa.

3.6.2. Remember that like everyone in CAP, check pilots are volunteers so their time may be very limited. In fact, check pilots are a precious resource and critical to keeping our pilots proficient and qualified. Therefore, please contact potential check pilots well in advance of your expiration date and be flexible when it comes to location, date, and time. If you do not plan early, you may not find a check pilot with availability and thus you risk having expired qualifications for a while.

3.6.3. You can find [CAWG's find a check pilot tool](#) to locate check pilots in your squadron or group. In addition, [PCR's mobile tools](#) also have a locator mobile-friendly locator. Lastly, it is also possible to combine the CAPF 70-5 and CAPF 70-91 evaluations, but it makes both the ground and oral portions much longer so fatigue may become an issue. Please coordinate well in advance with your evaluator if you are interested in this option.

3.7. *Civil Air Patrol Regulation (CAPR) 70-1*

3.7.1. [CAPR 70-1](#) is CAP's flight management regulation. It dictates procedures, limitations, and other regulations that apply to CAP flights. If you are only familiar with FAA regulations, you will find that CAPR 70-1 prescribes tighter limits in many cases. This is another reason that CAP achieves safety records comparable to part 135 operations. As a CAPF 70-5 candidate, you are expected to be knowledgeable of the contents of this regulation and apply it in hypothetical or actual flights. Luckily, CAPR 70-1 is not lengthy and thus you can easily read it in its entirety.

3.7.2. In addition, wings and regions can publish supplements to CAPR 70-1 to add regulations due to unique considerations for those areas. Make sure you do not neglect to study those as well, if any are published. Approved regulation supplements for California Wing can be found [here](#).

3.8. *eServices and WMIRS*

3.8.1. CAP flying is also tightly coupled with eServices and WMIRS. eServices is our interface to keep track of qualifications and appointments. It is where you will upload your CAPF 70-5 once done, but you also will upload your FAA qualifications to demonstrate eligibility. Every validation

you request must be backed up by a document that you upload. For instance, you should upload a scan of your FAA pilot certificate (both sides) before requesting validation for it.

    3.8.2. WMIRS (Web Mission Information and Reporting System) is our flight management system. It is where you will enter your sortie in a mission, request a flight release, schedule airplanes, get activity reports, and other relevant functions. WMIRS also links to AMRAD, which we use to keep track of airplane scheduled maintenance as well as discrepancies (squawks). eServices will be a source of frustration but once you master it, it will seem trivial. Please use all available resources and seek help from mentors in your squadron early and often. To start, please refer to CAPP 70-12 for illustrations and training material for these resources as well as California Wing (CAWG) LMS "WMIRS – Aircraft Scheduling, Sortie Creation, W&B, Etc.".

3.9. *Failing a CAPF 70-5*

    3.9.1. If you earned an unsatisfactory grade (U) in any task, what happens next will depend on the section of the CAPF 70-5 in which the failed task is located. If the failed task is in section 1 or section 2, the entire CAPF 70-5 is unsatisfactory. This means that no endorsements will be awarded, and your pilot qualifications will not be renewed. However, if the failed task is in section 3 or later, the CAPF 70-5 is still successful, but you will not be awarded the endorsement that the failed task is for.

    3.9.2. Please refer to CAPR 70-1 for more details as well as additional regulations regarding CAPF 70-5 failures.
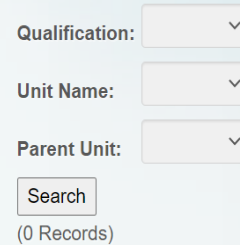
    3.9.3. The good news is that CAPF 70-5 failures are uncommon but that's because candidates tend to be well prepared. That should include you.

Chapter 4: The CAPF 70-5 Evaluation Flight

4.1. *Before You Arrive*

4.1.1. Your first task is to find an evaluator. You can use CAWG's online tool to locate nearby evaluators. Ask early and ask often. Many evaluators get many requests, especially around the summertime, and their volunteer time may be limited. Ask all eligible evaluators to increase your opportunity for a timely match of availability. Upon initial contact, you should agree on a date, time, and a location with your evaluator. Expect to have to drive or fly to them. They will also expect you to create a sortie and find a flight release officer on your own. You may be eligible for a funded evaluation ride depending on rules and available funding of that year.

A screenshot of CAWG's check pilot locator tool.

4.1.2. Your evaluator will provide you with a list of expectations, their flying weight, and likely a flight plan to prepare. If not, ask for it. The flight plan may be as simple as a flight from your departure airport to a destination airport, or as complicated as a multi-leg trip with different passengers for each leg.   CAPS 72-5 provides an example of the expectations although expect it to differ between check pilots.

4.1.3. You are expected to have prepared the sortie and a flight release officer identified by the time you meet with the evaluator. The sortie should be completely filled out, no blanks, with a weight and balance, takeoff and landing distance (TOLD) calculation, and ORM done.

4.2. *The Day Of*

4.2.1. When the day comes, it is important to be punctual. If you cannot arrive on time, arrive early. Obtain a weather briefing, check airplane squawks in AMRAD, and if you have access to the aircraft check the aircraft information file (AIF) before you meet with your evaluator. Also, be in an appropriate uniform. Whichever uniform you choose, make sure you wear it correctly according to CAPR 39-1. Otherwise, similar to a real mission, you may be turned away if you cannot correct uniform discrepancies. It is especially important to wear USAF-style uniforms correctly. Remember that the public views us as the same as any other USAF member. If we do not respect the privilege of wearing USAF-style uniforms, the privilege may be taken away.

4.2.2. Initially, you will provide your documents to your evaluator who will verify eligibility and that everything is in order. Remember to bring a CAPF 70-5 filled out with your information, a CAPF 70Q-A all filled out, your CAP ID, your FAA documents required to act as PIC, your logbook, your electronic flight bag (with backup) or paper charts, completion certificates for required CAP online 70-1 exams (unless you made prior arrangements with your evaluator to verify electronically), same for cadet orientation flight exams if you are applying for the orientation pilot endorsement, and a view limiting device.

4.2.3. The next step is the oral discussion that will accomplish the required items in any order. The oral discussion is not a memory test, but the evaluator must verify that you meet the standards, have prepared adequately, and have all the information necessary with you to complete the flight. This is a great opportunity to impress your evaluator which will go a long way. Largely, experienced evaluators can predict the outcome of the flight from the oral discussion. This is your chance to set up for success.

4.2.4. Before the ground portion ends, it is important for you and the evaluator to be clear on what will happen during the flight, in what sequence, and who is performing which role. For instance, who is looking out for traffic? Is your evaluator helping you with the checklist? Be sure to brief the three-step airplane control exchange procedure. Your evaluator may ask you to relinquish control of the aircraft at any time for any reason, many of which have nothing to do with your performance. If this happens, be sure to oblige.

4.3. *What To Bring with You*

4.3.1. All necessary FAA documents for you to act as PIC in a single engine land airplane.

4.3.1.1. The only exception is if you made prior arrangements with your evaluator, you can be out of flight review currency.

4.3.1.2. Most evaluators ask you to bring your logbook with required FAA endorsements (typically high performance when flying a high-performance aircraft). If your evaluator did not specify, please clarify.

4.3.2. Your unexpired CAP ID.

4.3.3. A CAPF 70-5 with your information filled out.

4.3.4. A completely filled out CAPF 70-5Q-A for the airplane make and model to be used in your evaluation.

4.3.5. Either paper charts or a charged and up to date electronic flight bag with a backup.

4.3.6. A view limiting device (also known as foggles).

4.3.7. Remember to be in proper uniform according to CAPR 39-1.

4.3.8. The two CAPR 70-1 online exam completion certificates (general and powered), unless you have alternate arrangements with your evaluator such as emailing proof of completion in advance.

4.3.9. If you are applying for an orientation pilot endorsement, completion certificate for the online orientation pilot exam, unless you have alternate arrangements with your evaluator.

4.4. *The Flight*

4.4.1. The flight will likely last from 1.0 to 2.0 hobbs hours depending on the endorsements you request. Remember that your evaluator may be guiding you through tasks by asking you to perform maneuvers for example, but they are not rushing you. You can take your time to prepare and stabilize the airplane. They will also not intentionally ask you to perform something against regulations or unsafe. Remember to demonstrate good judgment, perform clearing turns, demonstrate good use of checklist, and overall show your evaluator that you are a competent and safe pilot.

4.4.2. Remember also to take care of yourself by drinking water or taking a break from maneuvers if, for example, you feel motion sick. If you feel that you performed a task poorly, ask your evaluator for the chance to perform the task again. Also, remember that you have the option to go around if a short field landing does not look like it will work out. Of course, since takeoffs are optional and landings mandatory, you should land in the next attempt or two. If a task is unsatisfactory, many evaluators will speak up, but not all. It is something worth clarifying in advance. In general, no news is good news.

4.5. *After the Flight*

4.5.1. If you are successful, congratulations! You now have the privilege of flying CAP aircraft for one year. Still, you are not done. You should upload both CAPFs 70-5 and 70-5Q-A into ops quals and request validations as described at page 10 of CAPP 70-12. Otherwise, your hard-earned successful evaluation is like it never happened.

4.5.2. If any of your endorsements make you eligible for appointments such as orientation pilot, do not forget to request those as well. If your sortie was funded, upload the receipt with a CAWGF 14, fill out the expense information in the sortie, and submit an e108. Refer to CAPP 70-12 for more details.

4.5.3. Finally, many evaluators are also members in FAA WINGS. In that case, you can request validation for the appropriate flight activity. For instance, this is the activity if you are a private pilot and your CAPF 70-5 evaluation did not include an instrument demo. These activities give you all the flight units and most ground units towards a flight review. It is a great deal!

Chapter 5: How Tasks are Evaluated

5.1. Tasks are evaluated against FAA Airmen Certification Standards (ACS) where available. CAP-specific tasks are evaluated against CAP Standard 72-6.
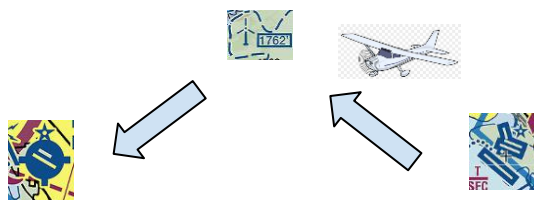
5.2. You can expect to be evaluated in a simulated scenario, to the extent practical. This begins before the flight when your evaluator sends you a simulated cross-country flight to plan. This scenario is not

If you planned your route through a landmark, how would your planning change if you were flying at night?

just used to evaluate your cross-country flight planning skills but is used as a basis for the rest of the discussion. For instance, you can expect to describe what would change in your flight planning if the flight were at night. Also, you may be asked how much fuel the plane must have before departing as well as what the minimum altitudes are, to test CAPR 70-1 knowledge. Likewise, did you choose to fly over a highway or use GPS direct? What if your passenger becomes seriously ill while you are over high terrain? After takeoff, what is the minimum altitude you can engage the autopilot at? These are just some examples.

5.3. The philosophy is similar in the air, though it is important that the planned flight activities are clear to you and your evaluator before you depart. Often, the flight will begin as if you were flying the simulated flight plan. At some point, you will be asked to divert to a practice area or an airport. The way that in-flight tasks are evaluated depends on the nature of the task. For example, for emergency descents you may be given a simulated scenario of an electrical fire that is hinted by the simulated smell of burning plastic. To test runaway electrical trim, your evaluator may request control of the airplane, adjust the trim to an abnormal position and then give control of the airplane back to you to evaluate your response.

5.4. Tasks that appear in FAA's ACS such as steep turns, are evaluated according to the level of certificate (e.g., private or commercial) the candidate has validated in eServices. CAP-specific items such as G1000 knowledge and in-flight tasks are evaluated according to CAPS 72-6.

Chapter 6: Common Causes for Failure

6.1. Most failures are because candidates did not adequately prepare. While everyone can have a bad day, this usually is not the only cause. Failure rates have increased under the new CAPS 72-6 and the new CAPF 70-5, especially with regard to the oral evaluation and the G1000 evaluation because of the more structured and expanded nature of the evaluation. Therefore, candidates should carefully study because they may encounter questions they previously did not.

6.2. Realistically, many of the tasks we are asked to perform in a CAPF 70-5 we rarely execute otherwise, such as power on stalls, soft field landings, holding patterns, etc. Therefore, it is important to actively practice these maneuvers more than once a year. Do not make the mistake of not practicing them at all before a CAPF 70-5.

6.3. CAP standard 72-5 spells out conditions that can lead to failure such as not performing clearing turns, consistently exceeding tolerances, and if the evaluator must intervene. However, many of these are symptoms caused by other root causes. Some common ones for CAPF 70-5 evaluations are:

   6.3.1. No practice: This is more prevalent for already qualified pilots when attempting an annual CAPF 70-5 to renew existing qualifications. It is tempting to assume that if you have been flying regularly, there is no need to practice the tasks you will be asked to perform in a CAPF 70-5. Unfortunately, often this leads to unsatisfactory or marginally satisfactory evaluations because of tasks that we hardly ever perform outside of CAPF 70-5 evaluations. Do not underestimate the CAPF 70-5 evaluation by not brushing up your flight skills to make sure they are up to CAPS 72-6 and FAA ACS standards.

   6.3.2. No recent practice: Even for pilots who did practice, scheduling difficulties, airplane maintenance, weather, and other reasons may postpone the CAPF 70-5 evaluation. In such cases, especially for pilots who do not fly much otherwise, proficiency may degrade by the time the CAPF 70-5 evaluation happens. This is especially prevalent in pilots who do not have much experience in the make and model that they use for their CAPF 70-5 evaluations.

   6.3.3. Flying outside of CAP: Flying regularly and especially airplanes similar to the ones used in the CAPF 70-5 evaluation is very helpful. Worse, flying substantially different airplanes can cause negative interference. That said, not everyone has this opportunity. If you fall in this category, please be extra vigilant about practicing recently and adequately before your CAPF 70-5 evaluation.

   6.3.4. Not preparing for the knowledge portion: The knowledge portion is something that everyone, but in particular already-qualified CAP pilots, can underestimate. This is especially prevalent when it comes to the G1000 or regulatory changes since the candidate's last CAPF 70-5. For example, in the March 2020 version of CAPF 70-5, the knowledge CAP is looking for to award G1000 qualifications is better defined. For many candidates, this translates to having to

know more about the G1000. This is something not to underestimate, as we discuss earlier in this guide. In general, the knowledge portion will be your first interaction with your evaluator. Impressing your evaluator early goes a long way.

    6.3.5. <u>Poor risk management, checklist usage, or not performing clearing turns</u>: These items are called out in CAP standards. They are meant to demonstrate safe operating practices and good judgment, which are critical items in CAP flying. Be a safe pilot and do not take shortcuts.

    6.3.6. <u>Over-reliance or not adequate proficiency in automation</u>: This is another large subject that has been debated in flight training for a while. You must demonstrate that you are proficient in on-board avionics. This usually manifests in G1000 aircraft where pilots do not demonstrate proficiency with the autopilot, flight director, flight planning, or other important functionality. However, this can also happen with G1000-proficient pilots who fly a round-dial aircraft and underestimate how different the GNS 400 is. At the other end of the spectrum, some candidates are prone to over-relying on automation for example by letting their hand-flying proficiency in instrument approaches lapse in favor of using the autopilot or focusing too much inside the cockpit instead of outside when performing steep turns.

Chapter 7: Documents and Resources

7.1. In early 2020, Civil Air Patrol National Headquarters (NHQ) did a significant revision of regulations and procedures regarding CAP pilot training and onboarding. As a result, procedures and standards are better defined. On top of regulations, NHQ published a series of standards that define standards, procedures, and training syllabi for pilot evaluations. Applicable publications are broken down into Indexes, Regulations, and Manuals (CAPR), Pamphlets (CAPP), Standards (CAPS), and Forms (CAPF).

7.2. In addition, CAP launched AXIS for online learning tools. This guide explains how to log in to AXIS. AXIS contains some very helpful courses such as G1000 training material and the online check pilot standardization course, as well as some mandatory courses such as aircrew professionalism training.

7.3. Below is a list of important documents with links and a short explanation for each for your reference. These and other resources can be found in NHQ's standardization and evaluation page. The list below focuses on airplane documents, but similar documents exist for gliders and balloons.

7.3.1. CAPF 70-5: This is the pilot evaluation form itself that this guide discusses. Studying the form itself is instructive because it shows different qualifications and what tasks must be accomplished for each.

7.3.2. CAPF 70-5Q-A: This is the airplane questionnaire that you should fill out and present to your evaluator for the aircraft used in the evaluation. Remember to follow instructions carefully.

7.3.3. CAP pilot onboarding guide: This is a very helpful document that explains the pilot training process inside CAP and shows the necessary steps to achieve different qualifications. In that page, there is CAPP 70-12 that provides an excellent introduction to eServices, types of CAPF 70-5 evaluations, and many other relevant topics.

7.3.4. CAPR 130-2 and CAWG Supplement 1 to CAPR 130-2: This regulation discusses aircraft maintenance requirements in CAP, but also has useful information for pilots such as requiring survival kits on board and limits on how much beyond a 50-hour oil change CAP planes can fly.

7.3.5. CAPR 70-1: This is CAP's flight management regulation that is a mandatory read for all CAP pilots and trainees. This regulation sets extra limitations and procedures for CAP flights that go beyond FAA requirements.

7.3.6. CAPR 160-2: This regulation discusses mishaps and reporting requirements.

7.3.7. CAPS 71-1: This standard defines approved training syllabi for onboarding, high performance, tow pilot, G1000, and other qualifications. Of particular note, this standard defines the training flight for VFR, IFR, and instructor for the G1000 for candidates with no substantial prior experience.

7.3.8. CAPS 71-4: This standard defines approved mission profiles that A12 and B12 sorties must complete. Most pilots will interact with this standard when completing an A12 (funded proficiency) flight.

7.3.9. CAPS 71-5: This standard defines guidelines for C12 (member-funded proficiency) flights.

7.3.10. CAPS 71-7: This standard provides guidance for project officers and participants of flight clinics.

7.3.11. CAPS 72-2: This standard lists flight mission symbols. There are three categories: A, B, and C. "A" flight symbols are for USAF funded flights. "B" flight symbols are for USAF-insured flights that may be funded by members or another source. Finally, "C" flight symbols are for member-funded and corporate-insured flights. Within each category, there are multiple entries depending on the purpose of the flight. You must carefully select it before your flight, when you create a sortie. For instance, a CAPF 70-5 evaluation flight can be an A7 if USAF funded, or B7 or C7 if member funded.

7.3.12. CAPS 72-3: This standard discusses NHQ-approved aircraft checklists. Remember that according to CAPR 70-1, we pilots have to use either a manufacturer's checklist, or an NHQ-approved checklist that can be searched for here.

7.3.13. CAPS 72-4: This standard discusses the contents of the aircraft information file that must be located inside each aircraft.

7.3.14. CAPS 72-5: This is an important standard for everyone undergoing or administering a CAPF 70-5 evaluation. It defines good practices, procedures, and how to handle Ops Quals in relation to a CAPF 70-5. For instance, it discusses the use of a plan of action by the evaluator. It also discusses the expectations document that evaluators should communicate to the candidate in advance of the evaluation flight. It also defines the role of evaluators and candidates.

7.3.15. CAPS 72-6: This is another important standard for CAPF 70-5 because it defines standards for each task in CAPF 70-5 that does not directly appear in FAA's airman certification standards (ACS). For instance, steeps turns do not appear in CAPS 72-6 because they use the same standards from FAA ACS for the certificate level currently held by the candidate. However, CAP-specific items like G1000 or CAP regulation items appear along with their standards for satisfactory completion.

7.3.16. CAPS 73-1: This standard writes down some good operating procedures for CAP flights in various stages of flight, and also includes crew resource management considerations.

7.4. Below are some non-regulatory but still useful resources towards your CAP pilot training:

7.4.1. Group 2's Cessna 182T flight guide that gives recommendations and techniques for flying the Cessna 182T with G1000.

7.4.2. PCR's mobile tools: Contains weight and balance data for CAP airplanes in California wing, downloadable Foreflight profiles, and performs takeoff and landing distance (TOLD) calculations.

7.4.3. How to become a CAP pilot presentation: A summary presentation for some of the material presented in this guide.

7.4.4. Training material from NHQ: This page provides some very useful links for G1000 training such as CAP training slides for ground courses, Garmin factory training slides, cockpit reference guides, and others. Garmin's factory training and CAP ground school slides provide some good visuals for introduction to the G1000.

7.5. Remember that these documents can change at any time so make sure you are referring to the most recent versions.

Attachment 1: Frequently Asked Questions

Q: What is a typical duration for a CAPF 70-5?
A: Depends on the endorsements that the candidate is testing for because that determines the number of tasks. CAPF 70-5s are only VFR last usually between 1.0 and 1.5 hobbs hours, while instrument CAPF 70-5s can be closer to two hobbs hours especially if they include instructor or check pilot privileges.

Q: What should I bring with me?
A: Please refer to CAPS 72-5 and your evaluator's expectation email. Some common items are all FAA documents required to act legally as PIC, your CAP ID, a printed and completed CAPF 70-5 and CAPF 70-5Q-A (for the make and model used in the CAPF 70-5), a view limiting device (foggles), your electronic flight bag with a backup or paper charts, and your logbook with required FAA endorsements (typically high performance when flying a high performance aircraft).

Q: What do I wear?
A: Any allowed uniform per current CAP regulations from NHQ or CAWG. Any uniform you choose to wear you must do so correctly. The most popular choice is CAP polo (blues and grays)

Q: I cannot find an evaluator.
A: Technically not a question, but the solution is to plan early and ask many evaluators. If you give evaluators only a few days of advance notice, you likely will not succeed. You can use CAWG's find a check pilot tool.

Q: If I exceed my tolerance, do I fail immediately?
A: Please refer to guidance in CAPS 72-5.

Q: Can I combine CAPF 70-5 and CAPF 70-91 evaluations?
A: Yes, this is possible but it makes both the ground and oral portions much longer so fatigue may become an issue. Please coordinate well in advance with your evaluator if you are interested in this option.