CAP Pilot Onboarding

Basic information about becoming a CAP pilot is located at www.gocivilairpatrol.com. On the website go to Programs ⇒ Emergency Services ⇒ Pilot Onboarding. Additionally, on the menu below 'Pilot Onboarding' you will see 'Aircraft Operations' where there is a vast amount of information related to CAP flying. The intent of this checklist is to provide a new pilot the necessary information, or where to find it, and the steps to get to the initial VFR Form 5 check ride.

Step 1: Membership and Prerequisites for VFR pilot

- Join CAP and receive a CAP ID number
- Complete the Level I Orientation and Cadet Protection Basic Course on eServices
  - eServices (www.capnhq.gov) ⇒ Menu ⇒ Online Learning ⇒ Learning Management System
- Be at least 17 years of age
- Possess a valid FAA private, commercial, or airline transport pilot certificate
- Possess a current flight review IAW FAR 61.56
- Possess a valid FAA Class III or higher medical certificate (not required for gliders); alternatively you can also fly with CAP under BasicMed.

Step 2: Review CAP Regulations

- CAP Regulation 70-1, Flight Management. This is the governing regulation for all CAP flying. Highly recommend download or print a copy to always have on hand.
  - www.gocivilairpatrol.com ⇒ Members ⇒ Publication Library ⇒ Indexes, Manuals, and Regulations
- CAP Form 5, Pilot Flight Evaluation. Review this to see what will be expected on the initial Form 5 checkride.
  - www.gocivilairpatrol.com ⇒ Members ⇒ Publication Library ⇒ Forms

Step 3: Upload documentation to eServices

- Go to eServices ⇒ Menu ⇒ Operations ⇒ Operations Qualifications
- On the menu on the left under the Pilot banner select 'FAA Requirements' and enter your CAP ID number.
- At the top of the page select 'View/Upload Documents'. A new window will pop up and here, under the Pilot Tab, you will upload pdf scanned copies of your FAA certificate, flight review, and Medical certificate or BasicMed documents.
- Once complete uploading your documents, close that window and fill in the appropriate check marks on the FAA qualifications page for the items you just uploaded.
- Very important final step! At the bottom of the page select 'Submit'. This will route your documents to Stan/Eval for verification. Once verified each item will turn green and show an expiration date if applicable. Also, if you roll the cursor over the item it will show who validated it and when.

Step 4: Form 5 Flight/Ground Training

- Contact an instructor and set up a time to do some ground training and an orientation flight. A list of local instructors and check pilots is included at the end of this document.
- There is not a set training syllabus to get your VFR Form 5. You and your instructor can discuss what the best course of action is. I highly recommend at least one sortie with an instructor to go over the required Form 5 elements. In addition to the flying I recommend

ground training to include WMIRS orientation (this is CAP's scheduling tool), Weight & Balance procedures, CAP mission symbols, and fueling operations/payment/documentation
- All flying is self-funded until you complete your Form 5. You are responsible for the fuel and the airframe time. Instructors are not paid. Current aircraft rates can be found in CAP Regulation 173-3, Payment for Mission Support (located in the same place as the other regulations highlighted in Step 2)

Step 5: Complete the Form 5
- First ensure all pre-requisites are complete
  - Complete Aircraft Ground Handling Training, CAPR 70-1 Test, and CAP Orientation Pilot Endorsement Quiz (if you also want to be an O-Ride pilot) in the Learning Management System identified in Step #1. Bring proof of completion to the checkride.
  - Complete Aircraft Questionnaire CAPF 5Q for the make and model to be flown. This should be filled out using the POH and brought to the checkride.
- Contact a check pilot to schedule the Form 5 and go fly.
- Once the flight is complete, ensure the Form 5 is filled out completely and signed.
- Upload the Form 5 and Aircraft Questionnaire(s) to eServices
  - Go to eServices ⇒ Menu ⇒ Operations ⇒ Operations Qualifications
  - On the menu on the left select 'Airplane' under 'Checkride/Questionnaires'
- Once the documents are uploaded close that window, enter all of the applicable data on the form and click 'Submit'.
- Important: You are not qualified to fly as a CAP pilot until Stan/Eval has validated your Form 5. You can always check the status of all of your qualifications by selecting the 'View Qualifications' link at the top of the Ops Quals page

Step 6: Additional Endorsements/Qualifications
- When you are ready to add additional qualifications or endorsements you can review all prerequisites on eServices
  - eServices ⇒ Menu ⇒ Operations ⇒ Operations Qualifications
  - On the menu on the left select 'What Do I Need?' in the Pilot section. This will bring up a list of requirements for that qualification.

If you still have questions please reach out to anyone on the list below or any qualified CAP pilot for answers.

Redstone Squadron AL-119 'Flight Ops Branch' POCs
- Greg Gilbreath, Lt Col (2270fish@gmail.com)
- Ricky Johnston, 2d Lt (rick@dreamscape-studios.com)
- Denny Boyer, 2d Lt (DBoyer133@gmail.com)

Huntsville Area CAP Flight Instructors/Check Pilots

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	Gilbreath, Gregory	540950	AL-119	2270fish@gmail.com
	Henderson, Douglas	250394	AL-055	d2hender@gmail.com
	Pearson, Aaron	574689	AL-055	mmvfr3501@bellsouth.net