

The CAP Explained

Disclaimer: This document is a continuously changing document. It is a compilation of information gathered from different sources within the CAP. It is merely guidance and is not a substitute for the CAP Regulations. You must refer to the actual CAP regulations for the most current information.

At first, the CAP may seem like a maze of rules and regulations. In reality it is, but since it is an extension of the Air Force, the rules and regulations are there for a purpose. However, the process to work your way into a position where you can contribute to the organization and enjoy flying superbly maintained aircraft at reasonable rates is well worth the effort.

1. How do I get started?

- Fill out an application for membership – CAPF 12
- Write a check for squadron dues (\$12) and for National Dues (currently \$55), subject to change, check for current amount at: [CAP National HQ, National Dues](#)
- You'll receive a membership card in the mail in a couple weeks

2. What do I need to accomplish before I can participate in CAP activities?

- Attend the cadet orientation video class offered once a month
- Attend the CAP Level 1 introductory video class offered once a month
- Save copies of the class attendance sheets
- Complete the Emergency Services and CAP Regulations test – CAPT 116
- Complete an application for an Emergency Services qualification card – CAPF 100
 - Include copies of the class attendance and the test answer sheet
 - You will need to have received your membership card in the mail
- Have the application approved and receive a CAPF 101 with “General Emergency Services” completed (done at the squadron level)

3. What do I have to have with me to ride in a CAP airplane on a non-mission flight?

- Current CAP membership card
- Current CAPF 101 with General Emergency Services qualification
- Uniform in accordance with CAPM 39-1 (Note: tennis shoes not acceptable)
- Survival gear appropriate to area to be overflown. Survival gear is essentially what you would need if you were to be dropped off anywhere along the route of flight and expected to remain there for a week.
- Remember that you cannot participate in a mission even if RCC calls and asks your pilot to participate.

4. What do I need to accomplish before I can participate in mission training or mission flights?

- Complete the requirements for and receive a CAPF 101 with ‘General Emergency Services’ qualifications
- Attend the Saturday Mission Scanner classes held once a month
- Save copies of the class attendance sheets

- Fill out the initial training section of the CAPF 101T-Mission Scanner and have it signed

5. Who can help me complete my CAPF 101T-MS (Mission Scanner) training?

- A qualified and current mission pilot can help you complete your mission scanner training, the pilots and their qualifications are listed on a database posted on the bulletin board. Ask any of them, they're here to help.
- To be qualified, the mission pilot must have completed the skills evaluator training and have been approved by the Squadron Commander. Check the list of approved trainers on the bulletin board.

6. What do I need to have with me to participate in mission training or actual mission flights?

- The items listed under Question 3
- CAPF 101T-MS -or- CAPF 101 with a minimum of mission scanner training completed

7. What do I need to accomplish before I can begin flight training?

- Complete the items listed in Questions 2 and 4
- Complete the requirements for and obtain approval signatures on AWCAPF 10: "Pilot Review Board Qualification Sheet."
- Possess at least an FAA private pilot license with and a current medical

8. What do I need to accomplish before I can take a Form 5 checkride?

- Complete the items listed in Question 7
- Complete the Radio Communications class
- Complete the requirements listed on the 101T-MS and 101T-MO, complete a CAPF 100 and obtain a CAPF 101 with Mission Scanner and Mission Observer qualifications
- Read the Pilot Information File located under the sign-in computer
- Receive a recommendation by a current and qualified CAP instructor
- Training will begin in the C-172, (training may begin in other aircraft as approved by the Squadron Commander). A Form 5 Checkride and a CAPF 91 (Mission Pilot Checkride) will be completed before the pilot can progress to the C-182, C-206, C-185, or the DHC-2. The requirement for a CAPF 91 does not apply to pilots with less than 200 hours PIC.

9. How do I get started on the take home study course?

- Fax ECI Form 23 to the ECI, the number is pre-set on the fax machine [(334) 416-4679]. The course materials will be sent to your house. Submit the card for the test, the test will be mailed to the Squadron Testing Officer, he will notify you when it has arrived. The ECI courses are no longer mandatory for observer/scanner qualifications, but are strongly recommended.

10. Who does flight training or Form 5 checkrides?

- Flight training can be given by a qualified and current CAP member who has a current FAA CFI license, has completed a Form 5 checkride in that specific make and model, and has been designated in writing by the Wing Commander as an Instructor Pilot.

- Form 5 checkrides are given only by those instructors that are current according to the CAP National Check Pilot Standardization Course. They are listed on the bulletin board.

11. My 101 card has expired, what do I do?

- Complete a CAPF 100 for a new card. A simple renewal can be issued at the squadron. You must have taken the latest emergency services test (CAPT 116) to be issued a new 101 card. The test is offered monthly at the squadrons and is available on-line.

12. It's been two years since my membership or CAPF 101 expired, what do I do to become active?

- According to [CAPR 60-3, Paragraph 2-5](#), you must complete the introductory emergency services classroom training again.

13. What are the minimum qualifications to complete a Form 5 checkride in the 185 or the Beaver?

- Completion of a CAPF 91 Mission Pilot Checkride
- Approval on the Pilot Review Board Qualification Sheet.

A minimum of 25 hours of tail-wheel time for the 185 and 50 for the Beaver (per [CAPR 60-1, 3-3.a](#))

14. Can I work towards a float rating in the CAP float planes?

- Yes. A CAP instructor can give float instruction towards an SES rating in the C-172 to a pilot who has a Form 5 Checkride in the C-172 on wheels

15. How do I get promoted?

- Complete the requirements listed on CAPF 2 and fax it to National

16. Can I do instrument or commercial training in a CAP airplane?

- Yes. You must have a minimum of 200 hours PIC before you begin. The instructors are on a strictly voluntary basis

17. Can I do a checkride for an instrument rating with an FAA examiner who is not a CAP member?

- Yes. Have him complete a CAPF 9 and schedule the plane as you normally would

18. Does a Form 5 checkride in the Beaver count for all other planes that I am previously checked out in?

- Yes. According to [CAPR 60-1, 3-5.c](#), a flight check accomplished in a Group 4 aircraft also satisfies the requirements for aircraft in Groups 1, 2 and 3 for which the pilot also has a previous flight check.
- A checkride in the 182 will count as recurrency for the 206, if a checkride in the 206 has been previously accomplished, since the 182 and the 206 are in the same CAP airplane class. See CAPR 60-1, 3-5.c

19. I took a Form 5 checkride in a floatplane last August, do I need another Form 5 checkride in June of this year before I can fly a floatplane?

- A Form 5 checkride is valid until the end of the twelfth month from the date of the checkride. You must be current according to the FAA to act as PIC, therefore you will need to have a qualified CAP instructor fly with you at the beginning of each float season.

20. I'm not checked in the 206, but my friend is. Can I ride in the left seat with him in the right seat?

- No. In order for a pilot to occupy the left seat of an airplane that he/she has not completed a Form 5 checkride in, the right seat must be occupied by a current and qualified CAP instructor

21. What's the process from when I walk in the door until I taxi out in a CAP airplane?

- Enter your name and emergency contact information on CAPF 99, "CAP Flight Release Log."
- Complete CAPF 103, "Mission Authorization/Personnel Register."
- Airplane logbook:
 - Complete the AWCAPF 7, "Aircrew Flight Log"
 - Review AKM 2A, "Discrepancy Sheet"
 - Review the maintenance records to ensure that the airplane is current in terms of annual inspection, 100-hour inspection, oil change, vacuum system check, transponder service date, VOR check, propeller overhaul.
- Obtain a flight release
- Complete CAPF 99, "Flight Release Log"
- File an FAA flight plan for flights more than 50 miles from the departure airport
- Preflight the airplane
- Brief the crew
- Open the door
- Have someone watch the wingtips and other planes as you roll the plane out

22. What's the process from when I taxi up in the airplane until I walk out the door?

- If the airplane is to be parked outside, tie it down or chock the wheels, install the control lock/radio panel guard
- Have someone watch the wingtips and other planes when you roll the plane in the hangar
- Chock the plane if it is inside the hangar
- Complete all items on the AWCAPF 7, "Aircrew Flight Log"
- Remove personal items and trash from the plane
- Close your FAA flight plan
- Call your flight release officer
- Ensure that plane is mission ready
 - Engine has adequate oil
 - Windshield is clean
 - Checklist is in plain sight
- Note any discrepancies on the maintenance log, if they merit immediate attention, call the maintenance officer
- Update the hours remaining on the chalkboard and erase your name

- Return the keys to the keyboard
- Complete the CAPF 99, “Flight Release Log”
- Fill out the Polaris Squadron Finance Sheet, Form 7A, and pay for your flight using Hobbs time
- Note your Hobbs time and aircraft tail number on your check
- Note: when refueling the airplane, purchase oil based on the consumption rate of the plane. For the Beaver: one quart per hour; the 206, 182 and 172: one quart per four hours

23. What do I have to do to become a Mission Pilot?

To achieve any emergency services qualification beyond general ES, you must complete all entries on the respective CAPF 101T. Fill out a CAPF 100 with a request for an upgrade, attach the completed CAPF 101T and submit it to the Squadron ESO. For the CAPF 101T-MP, items must be completed under the following categories:

- Prerequisites, including 175 hours PIC, 50 hours cross country
- Familiarization and Preparatory Training
- Advanced Training, including the completion of a CAPF 91, “Mission Pilot Checkout”
- Exercise Participation
- Unit Certification and Recommendation