

Headquarters
Civil Air Patrol, New York Wing
United States Air Force Auxiliary
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To: Unit CCs, DOs, DOVs, FROs, Check Pilots and CAP Pilots

From: LtC Roland J. Zavada, CAP, NYW/DOV
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Re: Establishing CAP Pilot Currency - Applying the Regulations

1. As DOV I have been asked:
 - a. to clarify how NYW establishes CAP pilot currency;
 - b. whether a unit operations signature is required on the CAPF 5 before a pilot is current;
 - c. must all pilot data required by CAPR 60-1, 2-9 be "on file" before a pilot is current; and
 - d. whether a NYW synopsis data roster will be provided and be the basis for establishing CAP pilot currency?

2. The answers to all of the above questions can be found in the regulations without change or NYW supplement. It is a matter of applying the regulations in a consistent/standardized manner and avoiding interpretation at a local level. The above questions were reviewed with NHQ/DOV and developed as a "Guideline" appended.

3. Fundamentally, the CAP Pilot establishes his/her currency by compliance with FAR Part 61 and CAPR 60-1 and affirms this currency to the FRO for release to act as PIC.

Attachments:

Guideline for Applying CAPR 60-1 to Pilot Currency

cc: CC
DO
NHQ/DOV
NER/DOV

Civil Air Patrol, New York Wing
DOV Guideline
Applying CAPR 60-1 to Pilot Currency

This guideline was developed to assist units of NYW to ensure CAP pilots participating in CAP flight activities meet the established regulatory requirements to act as PIC in CAP activities. The objective is to apply the regulations in a consistent/standardized manner and avoid the risk of misinterpretation at a local level.

Questions recently asked and addressed here include:

- a. How does a NYW CAP pilot establish currency to act as PIC?
- b. Is a unit operations signature required on the CAPF 5 before a pilot is current?
- c. Must all pilot data required by CAPR 60-1, 2-9 be "on file" before a pilot is current?
- d. Will a NYW synopsis pilot data roster be established and provided to units to become the basis for establishing CAP pilot currency?

NYW CAP pilot currency- key elements

FAR Part 61 Requirements expressly referenced in CAPR 60-1:

- Possess a valid FAA pilot certificate: CAPR 60-1, Clause 3-2. c. (2) relates to FAR Sec. 61.3 (a).
- Possess a valid current medical certificate: CAPR 60-1, Clause 3-2. c. (3) relates to FAR Sec. 61.3 (c) and Sec. 61.23 (a).
- Have the certificates in his/her physical possession: CAPR 60-1, Attachment 12, item 7 and 8 relates to FAR Sec. 61.3 (a) and (c)(1).
- Pilot Aircraft Qualification Requirements, CAPR 60-1, 3-3 contain several specific CAP requirements but in general also refer to FAR Sec. 61.31 (e) complex airplanes and (f) high performance airplanes. If there are questions they should be reviewed with the check pilot at the time of the F5 flight check and discussed with the Unit DO.
- Be an active CAP pilot and meet all applicable FAR requirements for the flight to be conducted: CAPR 60-1, Clause 3-4. a. This embraces the balance of applicable sections of FAR Part 61. The pilot must meet the Flight Review requirements of FAR Sec. 61.56 and the recent flight experience and PIC requirements of FAR Sec. 61.57, except for recurrency solo flights to achieve the full PIC recurrency required by (a) or (b). Endorsements may also be required in the pilot's logbook per FAR Sec. 61.31 (e), (f), (i) and (j) for complex, high performance and tailwheel airplanes and gliders.

- Note: The check pilot on the reverse side of the CAPF 5 affirms all of the above topics. The requirements of Sec. 61.57 (a) are achieved by compliance with CAPR 60-1, 3-5. h. The pilot by his/her declaration affirms continued currency per Sec. 61.57 and current medical Sec. 61.3 (c) and Sec. 61.23 (a). At the option of the check pilot, the flight review per Sec. 61.56 may be given in conjunction with the CAPF 5.

CAP Specific requirements for currency per CAPR 60-1: It is not the function of this guideline to restate all applicable provisions of the regulation pertaining to pilot currency. Read the regulations.

General: Chapter 3 addresses the requirements for CAP pilots to meet the mission of Civil Air Patrol. The most significant requirement is the CAPF 5. The most frequently missed requirement is the need to obtain an initial flight check in each aircraft he/she is authorized to fly. Because our fleet is composed primarily of C172s with a couple of C182s, the potential risk of non-compliance most often occurs with member owned or supplied aircraft. Diligence by the DOs responsible for the pilot data file is required to ensure records appropriately reflect aircraft use.

Recurrency: A scenario - a CAP pilot is FAA current but has allowed his/her CAPF 5 to lapse. A CAPF 5 is given and satisfactorily completed including a passing grade on the CAPF5 written and Attachment 2 appropriate to the aircraft flown. The pilot now wishes to continue the use of the aircraft to practice maneuvers identified by the check pilot. In requesting his FRO release for practice, can he/she affirm to the FRO that Item 9 (valid CAPF 5) criteria has been met. The answer is; **yes**, providing the criteria of CAPR 60-1, 3-4 are reaffirmed.

A CAP pilot is F5 current as soon as the flight check is satisfactorily completed and signed by the pilot applicant and by the check pilot.

Is a unit operations signature required on the CAPF 5 before a pilot is current?

No - this topic is not a provision of CAPR 60-1, 3-4. Pilot-in Command Requirements. Administratively the Unit DO or his designee should complete this last line of the CAPF 5 when the pilot records are filed. This line provides for an administrative review of pilot/check pilot performance by the

Unit DO. Units should anticipate that this item might be checked during a CAPR 60-2 No-Notice Inspection.

Must all pilot data required by CAPR 60-1, 2-9 be "in the file" before a pilot is current?

No not all, however the specific item - a signed copy of the Statement of Understanding dated January 1992 or later (Attachment 4) **must be "on file"** for a pilot to be PIC. See CAPR 60-1, 3-4. a. (4).

Typically, a pilot applicant who is renewing his/her F5 will have the Statement of Understanding "on file" and can become current as soon as the F5 flight check is complete. An initial CAP pilot applicant would typically submit his/her pilot records after the flight check and could not act as PIC until they were received by the Unit DO allowing the Unit Do to have the Statement of Understanding "on file".

A judgment factor must be applied to the timely collection of the balance of pilot records required to fulfill the administrative requirements of 2-9. CAPR 60-1, Attachment 5, 4. a. (3) provides for the check pilot to return the F 5, Attachment 2 and written examination (results) to the applicant for *"copying and distribution as necessary."* No time window is established for the distribution required. It is the DOV's recommendation, for wing-wide consistency, that Unit DOs provide the pilot applicant a 10 day window to submit the required records.

Will a NYW synopsis pilot data roster be established and provided to Units and will it be the basis for establishing CAP pilot currency?

An intended **yes** to a data base and **no** to its possible function to ensure currency. During the past two administrations the NYW DO maintained a roster of all CAP pilots derived from the pilot records required by clause 2-9 being submitted to NYW HQ. In updating administrative procedures, the current administration has defined the term "unit" of clause 2-9 to be the squadron or group. The procedure now is that the members unit maintains the member's pilot records. The group CC or DO need determine whether the squadron(s) of the group will be responsible for pilot records recognizing that the group will be responsible for periodic consolidated updates to wing HQ.

For CAP pilots on wing staff (membership card ref. NY001), the "unit" is NYW HQ. However, to ensure that they may be included in the local qualification roster, it is recommended they also provide a copy of all required pilot records to the group in their geographic area.

A Mission Qualification Roster is required to comply with CAP Regulation 50-15, 1-3.b. (4), to ensure the wing maintains ES records on individual CAP personnel. This roster provides important planning information on the specialties of Group members' skills that are needed to respond to the CAP missions. It is intended in its modernization that the primary document source of information for this consolidated roster are the unit's pilot files (CAPR 60-1 2-9) and the unit's records of renewal of expiring specialty qualifications cards. The format of the roster has been designed to allow for the future inclusion of non-mission rated pilot data at the group's discretion.

However, this roster **can not** serve as the final decision on the current status of individuals because of the inherent latency of documenting and distributing updates to the Group roster. Final mission assignments should be completed only with **the member's assurance** of being current, qualified and able to successfully complete the assigned mission tasks.

It is the responsibility of the individual CAP pilot to ensure that he/she meets the requirements of the regulations and that the required copies of his/her pilot data are provided to the appropriate unit(s). The unit DOs must inform their pilots and check pilots of the mailing addresses for the pilot data file.

For CAP pilots in units below wing level:

Mail pilot data per CAPR 60-1, 2-9 to the address provided by the unit DO.

For NY Wing assigned pilots (wing staff):

Mail pilot data per CAPR 60-1, 2-9 to HQ CAP, NYW, Attn: MAJ Vincent Musicaro, CAP, and to the local unit in your geographic area for the local qualification roster.

For check/instructor pilots only:

Send duplicate pilot records per CAPR 60-1, 2-9 to "the NY Wing Stan/Eval Office", which is my home: 21 Cottonwood Lane
Pittsford, NY 14534-3407.

LTC Rollie Zavada, NYW/DOV

