

Civil Air Patrol Indiana Wing CC/DO Procedures for CAPF5/CAPF91 Checkrides

When the Applicant Calls You

- Become familiar with the latest version of the INWG Applicant CAPF5/CAPF91 Checkride Protocol. Pilots are using this to prepare for their checkrides. Obtain the protocol from the INWG website: www.inwg.cap.gov - look under Indiana Wing Operations, then Stan/Eval page.
- The applicant will contact the Squadron DO* prior to the ride to request a checkride number (CR#). Verify that the applicant has reviewed the latest applicant checkride protocol (above), and has completed the appropriate steps prior to contacting you. Verify that the applicant has completed the CAP Orientation and Cadet Protection Courses.
- If there is Wing funding available, you may request a CR# from INDOV to provide funding for the flight (see below). Active CAP members are generally allowed a funded CAPF5 checkride each year and a funded CAPF91 checkride every other year. However, this is limited to available funds as well as verification that the member is actively participating in squadron, or wing activities. If the applicant has not contributed to CAP in the past year, then perhaps he/she should not be funded at the present time.
- FAA Wings Program.** All pilots in the Wing should be active in the FAA Wings Program. Check to see if the applicant has attended a recent CAP flight clinic - if so, encourage WINGS application in conjunction with the CAPF5 checkride.

Example of the data necessary in the COMMENTS box of the CAPF5:

INWG Civil Air Patrol - (*Winter Flight Clinic*)

Location: (*HUF*) Date: (*19 Jan 02*)

I am applying for Wings level: (*IV*)

Pilot Certificate No.: (*321991234*) Signature: (*Joe J. Pilot*)

- Contact INDOV via email preferably, and provide the following information for a CR#:
 1. Applicant & Check Pilot Names.
 2. Checkride Type: CAPF5 and/or CAPF91.
 3. Anticipated Checkride Date.
 4. Aircraft Type and Ownership. (Allow non-corporate only if necessary)

Obtain the mission symbol and CR#:

Funded: Mission symbol is A7. CR#: Issued by INDOV.

Non-funded: Mission symbol is B17. CR#: NONE.

- Provide the applicant with the mission symbol and CR#.

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After the Applicant's Checkride

- The applicant will fax, mail, or deliver within 48 hours, the following documents to you:
Funded: INWGF5, CAPF5 and/or CAPF91, CAPF108, and fuel receipt copy.
Non-funded: INWGF5, CAPF5 and/or CAPF91.
Either: Any new/updated pilot records, per CAPR60-1, section 2-9.
The applicant will have mailed the original fuel receipt to INLO.

- Review the forms for completeness, accuracy, and continuity. Pay close attention to dates of last medical and BFR.

- For all your pilot applicants:** Sign the CAPF5 and/or CAPF91, and the INWGF5. When you have all the necessary forms together, fax the INWGF5, CAPF5 and/or CAPF91, CAPF108, and fuel receipt copy to INDOV. If possible, fax them all at one time.

When there are any additions/updates to a pilot's qualifications, medical, address, phone no., etc., the pilot will send a new INWGF5 to you. You should then fax it to INDOV. This is to be done even if it is not in conjunction with a CAPF5/CAPF91 checkride.

INDOV contact information:

David L. Pfeiffer, INDOV
2370 Woodglen Drive
Indianapolis, IN 46260
fax: 317-879-9115 voice: 317-879-8045
email: pfeiffer@iquest.net

* The duties of the Squadron DO in this paperwork may be delegated to the Squadron CC or to the Squadron DOV. However this duty is assigned, there should be just one squadron member to whom INDOV will direct questions regarding local pilot paperwork. Ideally, the local pilots will use the same single contact to process their paperwork.