

ADMINISTRATION OF CAP FORM 91 MISSION FLIGHT CHECKS

CAPR 60-1 requires specific actions and steps to be taken to successfully complete a CAPF 91 mission flight check. The following guidelines assist in the administration of CAPF 91 flight checks. They standardize the administration of mission flight checks throughout CAP and enable all mission check pilots to understand what minimum items are expected of them in conducting a mission flight check.

1. Preflight - Review and Preparation.

- The mission check pilot shall:
- a. Verify an appropriate CAP uniform is worn by the applicant.
 - b. Obtain the following documents from the applicant:
 - (1) Evidence of current CAPF 5 flight check valid for the aircraft used for the mission flight check.
 - (2) Evidence to show completion of initial mission pilot qualification training requirements (CAPF 101 or 101T).
 - (3) CAPF 91 with identifying data entered.
 - (4) Valid FAA pilot certificate and current FAA medical certificate.
 - (5) Current CAP membership card.
 - (6) If applicable, CAP radio operator's permit and/or FCC restricted radio telephone permit.
 - c. Verify the aircraft to be used is in an airworthy condition and that all required documents are in order.
 - d. Proceed with the mission flight check by accomplishing an oral review of those items on the CAPF 91 that cannot be accomplished in flight. The appropriate items shall be marked "V" to indicate satisfactory verbal discussion.
 - e. Question the applicant on any material related to the mission flight check deemed necessary to determine the qualifications of the applicant.

2. Oral Review.

- The mission check pilot will conduct an oral review with the applicant covering at least the following items:
- a. Mission administrative procedures, including sign in of personnel and aircraft.
 - b. Mission flight planning, including preparation of CAPF 104.
 - c. Search patterns and procedures.
 - d. Observer/scanner briefing and utilization.
 - e. Use of the standardized chart grid system.
 - f. Debriefing procedures.
 - g. Procedures for completing and submitting CAPF 108.

3. Conducting the In-Flight Portion of the Mission Flight Check.

- a. The applicant is pilot-in-command unless specific circumstances require the mission check pilot to function as such for a portion of the flight. Any such conditions will be clearly discussed and agreed to prior to conducting the mission flight check. If circumstances require the mission check pilot to assume command of the aircraft during the mission flight check to prevent a dangerous situation, the mission flight check shall be considered unsatisfactory and immediately terminated.
- b. The mission check pilot shall observe and evaluate the applicant accomplish CAPF 91 mission flight maneuvers. All flight maneuvers shall be conducted using utmost consideration for safety, sound judgment and use of appropriate mission procedures.
- c. The mission flight check shall be conducted to evaluate the skills and proficiency of the applicant. While the mission check pilot may exercise discretion in providing limited instruction to correct minor deficiencies observed, such activity should be restricted to a few minor items. Numerous deficient areas and unfavorable trends are evidence of substandard pilot proficiency and should be considered evidence of unsatisfactory performance.

4. Post-Flight: Review and Documentation.

- a. The mission check pilot shall:
 - (1) Review the applicant's performance during the mission flight check and discuss any comments or suggestions.
 - (2) Complete the appropriate entries on the CAPF 91. Any notations or limitations should be entered in the remarks section. Once the check pilot indicates the mission flight check is begun, a completed CAPF 91 is required.
 - (3) Return the completed CAPF 91 to the applicant for copying and distribution as necessary.
- b. If the mission flight check is unsatisfactory, the applicant shall be informed as to the specific unsatisfactory items. These items shall be noted on the CAPF 91. The mission check pilot shall return all documents to the applicant. The applicant should be reminded that he/she is required to accomplish the recheck with the same mission check pilot unless that mission check pilot agrees to another. Advise the applicant what is necessary to prepare for retaking the mission flight check and make any necessary arrangements for scheduling it. Advise the respective wing standardization/evaluation officer who will in turn advise the appropriate wing commander.

c. Applicants who believe improprieties existed in the administration of their mission flight check should contact their unit commander to discuss the matter. If the unit commander agrees that a complaint is justified, the standardization/evaluation officer of the wing in which the flight check was given is provided the necessary details concerning the complaint. Any such situations shall be promptly investigated by the standardization/evaluation officer. A report to the unit commander relating the complaint will be provided within 10 days. The unit commander shall notify the applicant of the disposition of the complaint. The decision of the responsible wing standardization/evaluation officer regarding the proper conduct of a flight check is final.