



**HEADQUARTERS NEW JERSEY WING  
CIVIL AIR PATROL  
United States Air Force Auxiliary  
P.O. Box 16099  
McGuire AIR Force Base, New Jersey 08641-0099**

October 14, 2002

To: New Jersey Wing Commanders, Staff, Operations Officers, Pilots

Subject: Command Policy Letter 3-2002 (Pilot Certification)

In order for a pilot to become a CAP pilot, Cadet Orientation Pilot, Transport Pilot or Mission Pilot there are numerous things that the pilot must know and be proficient in, above and beyond the licensing requirements of the Federal Aviation Administration. For a new member-pilot these requirements are daunting and almost overwhelming if they have not had any military experience. They need to be mentored and guided and trained from the first day they walk in the door. This is not only a command responsibility but it is also an operations and training responsibility to insure that our pilots are properly trained.

We are rapidly expanding our missions and the number of pilots in the Wing and need to insure that we have taken the appropriate measures to insure our pilots are properly trained. The majority of this training occurs at the Squadron and Group levels. Recently, there have been several pilots who have scheduled check rides who were not properly prepared or insufficiently trained. The purpose of this policy is to establish a procedure to insure that pilots are properly trained prior to going for a CAPF 5 or CAPF 91 check ride.

When a new pilot is recruited Squadron Commanders will team the new pilot with an experienced pilot/mentor who will assist the new pilot in negotiating the training and certification process. Squadron Commanders will notify the Group Operations Officer who will in turn notify the Wing Operations Officer that a new pilot has been recruited. The mentor will encourage, engage and schedule the new pilot for training and keep the Group Operations officer advised on the progress of training.

Group Commanders will establish procedures to insure that new pilots properly prepared for a check ride in accordance with CAPR 60-1. This preparation includes the completion of all forms, tests and supporting documents as well as completion of the training for the specific rating. Wing Check pilots can be used as trainers/mentors, but if so used, will not be the individual who administers the check ride. When satisfied that the preparation is complete, the pilot will then be allowed to schedule the check ride with one of the Wing Check Pilots.

Wing Check Pilots will be expected to give a fair and complete evaluation of the pilots' preparation and proficiency and will certify whether or not the pilot is properly trained. The evaluations will also include, all of the paperwork required before and after the flight. Check rides will not be training flights. If the pilot can not pass to standard, the pilot will fail and be returned to their unit for further training. Pilot proficiency standards will be evaluated in accordance with the pilots FAA certificate. Check pilots may terminate the check ride at any time, prior to or during the ride, when they become certain that the pilot does not have the required preparation or training.

All other procedures listed in CAPR 60-1 and the appropriate Emergency Services regulations remain in effect. This policy does not supercede any existing regulation. It establishes on going working policies and procedures for all of us to follow. In the long run this procedure will help insure that our pilots are properly trained and will also enhance our flight safety program.

A handwritten signature in black ink, appearing to read "C J Flynn III".

**CORNELIUS J. FLYNN III**  
Colonel CAP  
New Jersey Wing Commander

cc: Col Richard A. Greenhut, CAP