



HEADQUARTERS
GEORGIA WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1501 FIRST STREET, BLDG 931
DOBBINS ARB, GA 30069

27 May, 2008

MEMORANDUM FOR ALL PERSONNEL

From: Commander

SUBJECT: AFAM Funded Check Rides Policy and Procedures.

1. This letter outlines policies and procedures for requesting funded CAPF 5 and CAPF 91 check rides. This policy is in effect only when funded by GAWG training funds. (IAW CAPR 60-1 and CAP-USAFI 10-2701 dated 3 Aug 2007).
2. To be eligible for a funded CAPF 5 the applicant must be a current Georgia Wing mission pilot, mission check pilot, Glider Tow Pilot or Form 5 check pilot. To be eligible for a funded CAPF 91 the applicant must be a current Form 5 pilot with all Mission Pilot requirements completed.
3. Approved check rides will wave up to 1.8 hours (Hobbs Time) of maintenance costs. Pilots will be responsible for all maintenance cost exceeding 1.8 hrs. Reimbursement for up to 1.8 hours (Hobbs Time) of fuel may be requested. Receipts will be prorated to 1.8 hours. A completed CAPF 108, with receipts will be submitted with in 5 days after completion.
4. Only one CAPF 5 check ride per calendar year per eligible Georgia Wing pilot will be allowed.
5. Only one CAPF 91 check ride will be allowed biennially per eligible Georgia Wing pilot.
6. CAPF5 and CAPF 91 check rides will not be combined into one check-ride.
7. Failed check rides will not be reimbursed.

Funded check ride request and approval process.

Make requests in WRITING (email is acceptable) or Phone within 3-5 days in advance with the Georgia Wing DOV or his designated representative.

- a. The request will include the pilots name and CAP ID, planned and backup flight date, type of check ride, check pilot, aircraft type and tail number.
- b. The request will be reviewed for eligibility. If verified as an eligible flight, the request will be approved.
- c. DOV or his designated representative will assign the mission number, mission symbol and a tracking number if applicable.
- d. Any Georgia Wing FRO is authorized to Release the flight once approved.

- e. All pilots taking the check ride will insure that the flight information is entered into WMIRS within 24 hours after completion of the check ride. Check pilots will check to insure that this has been accomplished.
- f. The Applicant or Check Pilot shall immediately report completion or cancellation of the check ride and appropriate information to DOV or his designated representative.


JAMES W. HUGHES, Col, CAP
Commander