



## Vermont Wing Civil Air Patrol

Burlington International Airport  
South Burlington, Vermont

### MEMORANDUM FOR NEW MEMBERS

FROM: Vermont Wing Director of Operations

SUBJECT: New Member Initial Training and Information

**PREFACE:** This is a quick start guide to getting up to speed with all the requirements to become an aircrew member with the Vermont Wing of Civil Air Patrol. It provides the “basics” to the self paced, self-study program to get you flying. Much of the training is accomplished by reviewing presentations, CAP Regulations and manuals, and taking on-line exams. To complete your initial training you will need to attend training missions, arrange a check-ride with a check pilot, and work with the more experienced members of the Wing.

1. **CAP E-Services.** Begin by accessing the primary communication tool used by CAP members, E-Services. You can access your personal records; enter pilot training and currency data, schedule aircraft, and access training materials. Start by activating your user account on CAP E-Services (<https://www.caphq.gov/default.aspx>). Click the “New to E-Services” link to activate your account. You will need your social security number and a valid email address to create an account. Along the sides and top of the screen there are links to a lot of information and where you will be entering training data, currency, update your member profile, and schedule the aircraft.
  - 1.1. *My Ops Quals (FMS) Personal Currency (left side):* Use this link to enter your currency data (take-offs and landings, day and night, as well as instrument currency).
  - 1.2. *My Operations Qualifications/National Reports (left side):* Use this link to view, and edit training tasks completed, and print reports and your 101 Card (see below).
  - 1.3. *Flight Schedule Pro (right side):* Use this link to schedule an aircraft.
  - 1.4. **Other Links:** There are also links to update your member information, like adding primary telephone and email address, upload a photograph for the 101 Card and ID Card, and to training resources, publications and forms, and etc.
2. **Initial Training.** You must complete Level 1 training before you may participate in flight activities.
  - 2.1. Level 1- CAP Foundations, Cadet Protection, Equal Opportunity & Operations Security: [http://www.capmembers.com/cap\\_university/level\\_i\\_foundations.cfm](http://www.capmembers.com/cap_university/level_i_foundations.cfm)
  - 2.2. You must review the Cadet Protection and Foundations materials with your unit commander before receiving credit for completing the course. Once that is complete, your commander will send a completion certificate to NHQ. You must also submit a signed Statement of Understanding (CAPR 60-1, Attachment 1).
3. **CAP Pilot Training.** In order to become a rated CAP Pilot you must complete the on-line Form 5 Course and Examination, and complete an airplane questionnaire and an initial check

ride in each type of aircraft. First you will need to download and review CAP Regulation 60-1, *CAP Flight Management*. The questions from the Form 5 Exam are directly from CAPR 60-1.

3.1. Download CAPR 60-1 at:

[http://members.gocivilairpatrol.com/media/cms/R060\\_001\\_132EEB0197465.pdf](http://members.gocivilairpatrol.com/media/cms/R060_001_132EEB0197465.pdf)

3.2. The On-Line CAP Form 5 course can be accessed at:

[https://ntc.cap.af.mil/ops/dot/school/CAPF5\\_Course/index.htm](https://ntc.cap.af.mil/ops/dot/school/CAPF5_Course/index.htm)

3.3. Before the check-ride you must complete the airplane questionnaire for each aircraft type you are going to check out on:

[http://members.gocivilairpatrol.com/media/cms/AirplaneQuestionnaire\\_B7B83117A748F.pdf](http://members.gocivilairpatrol.com/media/cms/AirplaneQuestionnaire_B7B83117A748F.pdf)

3.4. You must perform an initial check-ride in each Group of aircraft. Refer to CAPR 60-1 for check-ride requirements. The CAP Form 5 is used to document check-ride performance:

[http://members.gocivilairpatrol.com/media/cms/capf005\\_282A542D19E35.doc](http://members.gocivilairpatrol.com/media/cms/capf005_282A542D19E35.doc)

3.5. You must sign the Statement of Understanding in order to fly CAP aircraft. Print, sign, and forward a copy to the Vermont Wing Standardization and Evaluation Officer (VTWG/DOV).

[http://members.gocivilairpatrol.com/media/cms/Statement\\_of\\_Understanding\\_2E83C7DF0B58E.pdf](http://members.gocivilairpatrol.com/media/cms/Statement_of_Understanding_2E83C7DF0B58E.pdf)

3.6. You must also complete the Aircraft Ground Handling training. Once you review the view, click “take the test” below the video player to get credit for the course.

<https://www.capnhq.gov/CAP.MultiMedia.Web/Video.aspx>

4. **Uniform.** You must wear an approved CAP uniform to participate in flight activities. This can range from the CAP Polo shirt, gray slacks and black shoes to the military sage green flight suit. Vanguard Industries (<http://vanguardmil.com/store/>) is the primary supplier of uniform, insignia, and other items for CAP. Refer to CAPM 39-1, CAP Uniform Manual ([http://members.gocivilairpatrol.com/media/cms/u\\_082203102943.pdf](http://members.gocivilairpatrol.com/media/cms/u_082203102943.pdf)) for specifics on uniforms.
5. **Flight Release Procedures.** In order to fly CAP aircraft, each sortie must be “released” by a Flight Release Officer (FRO). The flight must first be entered into the Web Mission Information Reporting System (WMIRS), see below. Once the sortie is entered, you select one of the FROs listing in the FRO field. You must call the FRO via telephone within two hours of your expected departure time to receive the verbal flight release. Following the flight, you must contact the FRO with total time flown and close the sortie out in WMIRS within 24 hours of completing the flight by entering actual time flown, take off time, and choosing “Flown Successfully” in the appropriate fields.
6. **Web Mission Information Reporting System (WMIRS).** This system is used to record mission sorties in support of training missions or pilot proficiency flights. You will need a User ID and password, click *Sign up for an Account* on the login screen. Hyperlink: <https://missions.cap.af.mil/wmirs/index.cfm>. There is also a link on CAP E-Services on the left side menu.

- 6.1. Pilot Proficiency (Mission Symbol C-17). Your initial training will be conducted under the Pilot Proficiency Mission Symbol C (for Corporate) 17. From the WMIRS main screen click ADD SORTIE under the “Pilot’s Direct Sortie Entry for Non-mission Corporate Flying (C8, C9, C16, C17, C20)” area in the middle of the screen. If this area is not available, contact your Squadron Commander or Operations Officer to update your WMIRS permissions.
  - 6.1.1. You must pay for each tachometer hour on the aircraft for the check-ride(s) or any initial and follow-on pilot proficiency training. Rates are published on the VT Wing Website, but generally are \$60-75 per hour, wet.
  - 6.1.2. The C-17 mission symbol should be used to remain proficient in the aircraft when you cannot/have not participated in Mission Training. Once you are qualified as a Mission Pilot you can fly approved Proficiency flights under the mission symbol of A-7, B-12 or C-17 to retain proficiency. See CAPR 60-1 for more proficiency flight information.
- 6.2. Mission Training (Mission Symbol A-5). Each month training sorties will be available for initial and continuation training for mission aircrews. These sorties may be flown during Wing Training Assemblies, squadron training, or during ad hoc training with another aircrew member. Mission Sorties are added to the current month’s training mission number in WMIRS, click the *Current Missions/Sorties* link on the left side menu. Look for the current months *Monthly SAR /DR Training* mission in the table listed.

## 7. Mission Aircrew Qualification Training.

- 7.1. General Emergency Services. In order to participate in Search and Rescue training activities, you must complete General Emergency Services training:  
[http://members.gocivilairpatrol.com/emergency\\_services/operations/links\\_to\\_operations\\_resources/general\\_emergency\\_services\\_currency.cfm](http://members.gocivilairpatrol.com/emergency_services/operations/links_to_operations_resources/general_emergency_services_currency.cfm)
- 7.2. CAP Form 101: Once the initial training is complete you'll need to go to E-services (<https://www.caphq.gov/default.aspx>) and print off a CAPF 101 Card which is your proof of training completion. You can upload a picture from the E-services main menu if you would like for the 101 card (Click "CAP Photo Upload" on the left side of the screen). Click the link "My Operations Qualifications/National reports" on the left side of the screen 3/4 down the menu, and then click "Emergency Services" along the top of the next screen. Your 101 card will be the first screen to appear.
- 7.3. Only GES will be annotated on the 101 card, but if “inactive” is specified that means the Level 1 training has not been completed or the documentation has not yet been entered into the system. The CAPF 101 along with your CAP ID must be carried while participating in all CAP SAR activities.
- 7.4. Additional aircrew training materials are all available at:  
<http://nesa.cap.gov/curriculum.htm>. There are power point presentations and publications for you to review to accomplish the academics for the rating. After you have completed the initial member and pilot training, you will begin training for a Mission Qualification. First you will want copies of:

- 7.4.1. Mission Aircrew Reference Text  
[http://www.nesa.cap.gov/curriculum\\_material/MAS/MART%20Rev%201%20Feb08.pdf](http://www.nesa.cap.gov/curriculum_material/MAS/MART%20Rev%201%20Feb08.pdf)
- 7.4.2. Flight Guide  
[http://www.nesa.cap.gov/curriculum\\_material/MAS/Flight%20Gude%20MART%20Att%202%20Rev%2005.pdf](http://www.nesa.cap.gov/curriculum_material/MAS/Flight%20Gude%20MART%20Att%202%20Rev%2005.pdf)
- 7.4.3. Aircrew and Flight line Tasks Guide  
[http://www.nesa.cap.gov/curriculum\\_material/MAS/ACFLTG\\_-\\_11\\_Apr\\_05.pdf](http://www.nesa.cap.gov/curriculum_material/MAS/ACFLTG_-_11_Apr_05.pdf)
- 7.5. These publications contain training objectives and information for training for Mission Scanner, Mission Observer, and Mission Pilot. Every aircrew member must complete the Mission Scanner rating. Since the Wing receives funding based on the number of qualified Mission Observers and Mission Pilots everyone is strongly encouraged to complete the Mission Observer training.
- 7.6. In addition to reviewing the MART and training materials on-line, you must participate in training missions and demonstrate the training tasks listed in the Specialty Qualification Training Record (SQTR) Worksheet to a skills evaluator. These worksheets are available on E-services under *My Operations Qualifications* link or the CAP Publications and Forms page.
- 7.7. After completing the Mission Scanner training, you can begin the Mission Observer and Mission Pilot SQTRs. Additional training on the G1000 glass cockpit, Specialty Track (Operations, Safety, Mission Base Staff, etc.), and Incident Command System are also available through the E-Services and National websites. As with all vocations, the training will continue and require you to continuously review and improve throughout your participation with CAP.
- 8. Please contact me with questions.

//SIGNED//

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VT Wing Director of Operations

(REVISED: April 17, 2010)