



CIVIL AIR PATROL
NATIONAL HEADQUARTERS
MAXWELL AFB AL 36112-6332

CAP REGULATION 60-11

4 MARCH 2005

Operations

PILOT CONTINUATION TRAINING PROGRAM

This regulation establishes procedures for authorizing, funding, and reporting for the Civil Air Patrol (CAP) Pilot Continuation Training Program.

SUMMARY OF CHANGES.

Changes the regulation number from CAPR 50-11 to CAPR 60-11. Updated to reflect latest Air Force mission guidance. Incorporates reimbursement of 1 hour of flight time at the standard CAP aircraft reimbursement rate. Delineates two sources of funding and the limitations on their use. Specifies use of the CAPF 10 to request approval for an event. Directs the use of the CAPF 108 for event reporting, certification, and reimbursement. Adds requirement to use Nationally provided topic for ground portion and AF-approved profiles for flight portion. Deletes the Final Report. **Note: This regulation is revised in its entirety.**

1. Introduction. The CAP Pilot Continuation Training (PCT) program is meant to promote pilot proficiency and enhance CAP flying safety. Funds are available to help CAP pilots defray the costs of conducting and participating in an authorized PCT event.

2. Purpose. The purpose of the PCT program is to increase basic flight knowledge and flying skills of CAP pilots by offering an annual opportunity to participate in a formal structured ground and flight training activity as funds permit. It is not intended to train cadet student pilots for a private pilot certificate, or supplement wing or higher headquarters mandated safety meetings. However, it may be used for the administration of an FAA flight review or parts thereof by an appropriately qualified flight instructor.

3. General. Nationally provided safety material and CAPF 5 trend analysis data must be incorporated into the course. Local material may also be added. A CAP PCT event is normally organized, sponsored, and conducted by a squadron, group, wing, or region. The event may be a combined effort of the CAP and an external agency such as the FAA, Aircraft Owners and Pilots Association (AOPA), state aeronautics commission, etc, but must include both a ground phase and a flying phase to qualify for funding. Authorized funding is for CAP pilots only.

4. Funding. The program operates on a very limited budget. Funding is provided on a "first come, first serve" basis. Depending on the funding situation, funds may come from the appropriated budget, corporate budget, or both. If properly requested and approved, reimbursement will be made to the CAP wings sponsoring the flight event. National Operations Center (NOC) approved PCT events will be funded for up to 1 hour of flight time per CAP pilot participating in both the ground and flight phase. Flight time will be reimbursed at the standard rate found in CAPR 173-3, *Payment for Civil Air Patrol Support*. Funds will be paid to the wing/region only after the wing/region has returned any NHQ-provided training materials (i.e., video tapes or DVDs) that were loaned for the event. Reimbursement will be provided only once to each CAP pilot participant in each fiscal year (1 Oct to 30 Sep).

a. Appropriated Funding. When appropriated funds are used (the usual case) the only PCT participants that may be reimbursed are qualified SAR/DR mission pilots, SAR/DR mission pilot trainees, and qualified transport mission pilots (TMP) who are commercially rated with a current Class II medical. No appropriated funds will be used for those who are not mission pilots or trainees. Additionally, the flight phase must be one of the profiles in CAPR 60-1, *CAP Flight Management*, attachments 9-1 through 9-6. Flights flown according to this subparagraph will be "A-7" missions.

b. Corporate Funding. When corporate funds (or other non-Federal Government funds) are used, all CAP pilots may participate in the PCT program. A flight profile emphasizing basic pilot skills should be used by all participants. Flights flown according to this subparagraph will be "C-17" missions. **Note: NHQ Corporate funds are not usually available to support this program.**

5. Procedures. Three basic steps are required to obtain funding for conducting a PCT event: The event must be authorized by the National Headquarters **prior** to the event; the event must include both a ground and flight phase, and the event must be documented and reported properly. It is not necessary for the flight phase to run concurrently with the ground phase but it must be conducted within 60 days of the ground portion.

Supersedes CAPR 50-11, 1 January 1986.

OPR: DO

Distribution: In accordance with CAPR 5-4.

a. National Headquarters Authorization:

1) Units will request approval through their wing headquarters using a CAPF 10, *Request, Authorization, and Report for Training/Evaluation Missions*. Each wing will forward CAPFs 10 to the State Director no later than 30 days before the requested event date. If approved, the State Director will forward the CAPF 10 to his/her respective liaison region office for approval and then to the NOC for final approval. The NOC will determine if sufficient funds are available and, if so, will assign a mission number.

2) The CAPF 10 request will include the following information:

- a) Name of the project officer, phone number, and e-mail address.
- b) Name of the unit conducting and/or sponsoring the event.
- c) Names of organizations co-sponsoring the event, if any.
- d) Location and date of the event.
- e) The anticipated number of CAP pilots who will participate in both phases.
- f) The estimated cost of the event based on the rate authorized by this regulation.

3) Correspondence approving the event will be sent to the requesting wing (with info copy to the CAP-USAF State Director) by the NOC. PCT events must be completed and all paperwork submitted (see 5c) to NHQ not later than 25 Sep each Fiscal Year. Wings/regions who do not submit their CAPF 108, *CAP Payment/Reimbursement Document for Aviation/Automotive/Miscellaneous Expenses*, to NHQ by 25 Sep will not be reimbursed.

b. Conducting the Event. Information to assist units in planning, conducting, and reporting an event is listed in the attached checklist. The event must include a ground phase and flight phase. To receive funding the flight phase must be completed within 60 days following the ground phase. The NOC will coordinate extensions.

1) Ground Phase. This is the academic portion designed to increase pilot understanding of the principles of flight, rules of flight, and other subjects that directly affect safe flight operations. The typical ground school outlined in Attachment 1, *Pilot Continuation Training Program Checklist*, may be modified to satisfy the unique needs of individual units, but must include instruction in each of the six major areas. Project officers will ensure a completed sign-in roster is given to the wing. The roster will be used to verify eligibility for the flight phase.

2) Flight Phase. Only CAP pilots who completed the ground phase may participate in this phase. The flight is to be conducted with a CAP check pilot or a CAP instructor pilot. Non-member CFIs are not authorized to instruct.

c. Reimbursement Submission. A CAPF 108 listing each flight qualified for reimbursement must be submitted by the respective wing headquarters to NHQ CAP/DO. The total hours submitted for reimbursement will not exceed the number of members completing both the ground and flight phase. Sorties may be balanced against one another, i.e., a 1.1 hour sortie by one member may be balanced against a 0.9 hour sortie of another member. Signing the CAPF 108 also signifies that the members represented have completed both the ground and the flight phase and will have been reimbursed for only one PCT event for that fiscal year.

6. Documentation. Documentation created by this regulation will be maintained and disposed of in accordance with CAPR 10-2.

Attachment
Pilot Continuation Training Program Checklist

PILOT CONTINUATION TRAINING PROGRAM CHECKLIST

1. Establish a date for the event.
2. Contact the squadrons within the wing to determine an approximate attendance.
3. Obtain instructors:
 - a. FAA General Aviation District Office.
 - b. FAA Safety Counselors.
 - c. Flight Service Station.
 - d. Weather Bureau.
 - e. AOPA.
 - f. State Aeronautics Commission.
 - g. Fixed Base Operators.
 - h. Wing Members.
4. Arrange for Check Pilots and CAP Flight Instructors for the flight phase. See CAPR 60-11, para 5.b.2.
5. Finalize the date and place of the event.
6. Review CAPR 60-11 authorization procedures.
7. Make a formal request on a CAPF 10 for National Headquarters authorization in accordance with CAPR 60-11, paragraph 5.a.
8. Complete a sign-in roster.
9. Suggested ground school curriculum:
 - a. Nationally provided topic (**mandatory-will be provided when training is authorized by the NOC**).
 - b. Flight Rules/Regulations:
 - (1) CAPR 60-1
 - (2) FAA Regulations
 - (3) CAP Flight Release Procedures
 - c. Flight Procedures:
 - (1) Navigation (Enroute/Search)
 - (2) VFR/IFR Procedures **including TFR procedures**
 - (3) Terminal Area Procedures
 - (4) Aviation Weather
 - (5) Flight Planning/Flight Plans
 - d. Flight Operations:
 - (1) Use of Checklists
 - (2) Aircraft Performance Review
 - (3) The Pitfalls of Takeoffs and Landings (a consistent weak area in piloting skills)
 - (4) Ground/Airborne/Landing Emergencies
 - (5) Crosswind Limits/Landing Techniques

e. Safety:

- (1) Risk Management
- (2) Flight Discipline/Judgment Use "lessons learned" from CAP fatal mishaps such as Big Bear, CA; Tennessee; Iowa; Monroe, LA.
- (3) Crew Resource Management
- (4) Mountain Flying
- (5) Marginal Weather Flying
- (6) Over Water Flying
- (7) Aircraft Inspection Requirements
- (8) Physiological issues like spatial disorientation, diet, medications etc.
- (9) Night Flying

f. National trends and unique local procedures/requirements/trends.

10. Have wing commander or designee review the CAPF 108 and certify by signing the CAPF 108 that only CAP pilots are submitted for reimbursement, they completed both the ground and flying portion, and that listed attendees have not previously participated in this program in the same fiscal year.