DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

14 Mar 03

MEMORANDUM FOR CIVIL AIR PATROL NATIONAL BOARD MEMBERS
CAP-USAF LR/CCs/LR/DOs/SDs/DSDs

FROM: CAP-USAF/XO CAP/DO

SUBJECT: Policy for CAP Checkride Reimbursement

1. During compliance inspections last year the IG discovered that several wings are incorrectly reimbursing CAP pilots for CAPF 5 checkrides. The reason for this is perhaps unclear guidance in CAP-USAFI 10-802 and the inadvertent removal of the checkride reimbursement procedures in CAP Regulations.

2. The original intent for checkride reimbursement was to allow funding of checkrides that qualify a member to perform Air Force-assigned missions. However, funds are limited and the ability to reimburse checkrides will vary from wing to wing. Checkrides will not be reimbursed unless the wing commander determines that the wing's Air Force training budget is sufficient to ensure adequate funds are available for all events listed in the approved wing training plan.

3. Attached are the changes to CAP-USAFI 10-802. Use these as your guidance for checkride reimbursement until revision to the instruction is complete and formal changes are implemented in CAP-USAFI 10-802 and appropriate CAP regulations.

4. Liaison staffs are responsible for making this position known to their respective CAP wings. This is a joint CAP-USAF/XO and CAP/DO policy letter.

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Director of Operations

ROBERT T. YARBOROUGH, Lt Col, USAF
Director of Operations

Attachment:
Reimbursement Policy

CAP-USAF and CAP Checkride Reimbursement Policy

(Excerpt from CAP-USAFI 10-802 working revision)

1.0 CAP Checkride Policy and Procedures for Air Force-Assigned Reimbursed Missions:

1.1. Appropriated training funds may be used to pay for both CAPF 5 and CAPF 91 checkrides provided the criteria in paragraph 1.1. through 1.6. are met. Only pilots who are currently qualified in those specialty qualifications listed in 1.1.1., or in approved upgrade training program for these qualifications, may be eligible for reimbursement of annual checkrides. CAPF 5 checkrides are not authorized reimbursement for pilots who do not meet these requirements.

1.1.1. Specialty Qualifications:

1.1.1.1. Mission Check Pilot

1.1.1.2. ES Mission Pilot

1.1.1.3. Check Pilot

1.1.1.4. Instructor Pilot

1.1.1.5. Transport Pilot

1.1.1.6. Cadet Orientation Pilot

1.2. Only one (1) reimbursed CAPF 5 checkride is authorized per calendar year per eligible pilot. Checkride reimbursement is not authorized for a new CAP pilot's initial CAPF 5 checkride. Reimbursement is not authorized for any checkrides conducted to reinstate a pilot following a mishap.

1.3. Checkrides will not be funded unless the wing's budget is sufficient to ensure adequate funds are available for all events listed in the wing training plan. The State Director (SD) must approve checkrides prior to using Air Force Assigned-Reimbursed missions, to ensure individual members meet the qualifications required in this section. Priority of funding is as listed in paragraph 1.3.1. and 1.3.2 of this instruction.

1.3.1 Required

1.3.1.1 ES Evaluation

1.3.1.2 CD Evaluation

1.3.2 Optional (as necessary and reimbursement subject to funds availability):

1.3.2.1 Administrative/training missions in support of the CAPR 60-2 Short-notice Inspection program.

1.3.2.2 ES training missions

1.3.2.3 National Check Pilot Standardization Course.

1.3.2.4 Administrative/training missions in support of the CAPR 60-3 ES "Skill Evaluator Training" courses.

1.3.2.5 CAP flight clinics where training supports any Air Force-assigned mission conducted under a CAP-USAF/XO approved training syllabus. Training cannot lead to a higher airman rating or certificate.

1.3.2.6 Training flights specifically conducted to train CAP aircrews to support any Air Force-assigned mission conducted under a CAP-USAF/XO approved training syllabus. Training cannot lead to a higher airman rating or certificate.

1.3.2.7 Checkrides

1.3.2.7.1 CAPF 91

1.3.2.7.2 CAPF 5

1.4. Wing commanders are responsible for developing policies to establish the method for determining member eligibility to receive checkrides that are reimbursed, using such criteria as: member participation in exercises or missions, pilot qualifications, performance, etc. Priority of checkride reimbursement is as listed in paragraph 1.1.1. of this instruction. Wing commanders may deviate from the priority order on a case-by-case basis when unusual circumstances exist. Prior approval from the SD is required for each deviation. Waivers granted under this paragraph do not waive the funding priorities listed in paragraph 1.3. or other restrictions listed in this section.

1.5. The actual number of reimbursed checkrides within each wing is dependent on the amount of training funds available and the desires of the wing commander. A concerted effort is required to ensure that a fair and equitable policy is established to maximize distribution of existing training funds.

1.6. CAP wings may conduct initial aircrew ES mission qualification training on a reimbursable basis if sufficient training funds are available. The amount of funded initial training is dependent upon the amount of funds available and the desires of the CAP region and wing commanders to fund this training versus other types of ES training missions. The LR must approve the planned training syllabus to be used and the training must not lead to a higher airman certificate or rating. CAP Form 10 procedures are the same as for any other ES training event.