



**HEADQUARTERS
CIVIL AIR PATROL BOWIE SQUADRON
UNITED STATES AIRFORCE AUXILIARY
12409 SEABURY LANE
BOWIE, MD 20715**

26 October 2006

MEMORANDUM FOR ALL SQUADRON PERSONNEL

FROM: Commander/Bowie Composite Squadron

SUBJECT: STAND/EVAL

This policy establishes the procedure by which pilots from this Squadron will submit Form 5 information and logbook signoffs to the Wing and Squadron Stand/Eval section.

Bowie pilots will conform to all regulations, both National and Wing in regard to requirements for Form 5 check-flights and “differences familiarity” flights. (“Differences familiarity flights” are flights required by MDWG Stand/Eval Officer, to familiarize pilot with differences between superficially similar aircraft, e.g. carbureted and fuel-injected models of C182.)

Bowie pilots are urged to take Form 5 rides no later than 20 days prior to expiration of the current authorization for the privilege being exercised. Pilots who hold or are seeking multiple flight privileges (different ratings, different aircraft types, Cadet Orientation, etc) should give careful thought to timing and content of their check rides, to ensure maximum value is obtained from investment of MDWG or pilots’ own funds. The following procedures will be used for preparation and submission of documentation recording a Form 5 check ride, whether successfully completed or unsuccessful:

- The FORM 5 Checklist (latest version downloaded from MDWG Stand/Eval page) will be utilized to prepare documentation for each and every check ride. That checklist and required documentation will be presented to the Check pilot at start of check ride.
- When check ride is completed (whether passed or otherwise), the pilot will create a total of FOUR (4) copies of the packet (original plus three copies).
- The Form 5 packets will be given to the Squadron Operations Officer for verification and signature (all copies).
- The Operations Officer will return one signed copy (not the original) to the pilot and then forward the other THREE (3) packets to the Squadron Stand/Eval Officer.
- The Squadron Stand/Eval Officer will also verify all information and attachments.
- He/she will then file one copy of the Form 5 and forward the original and one copy to the Wing Stand/Eval Officer.

Pilots who take a “differences familiarity” flight should obtain signoff by the check pilot supervising that flight, against the relevant flight entry in pilots’ logbook. Pilot should provide one copy of that logbook entry to Squadron Stand/Eval Officer. Pilots will be advised when National or MDWG starts tracking (as opposed to requiring) “differences familiarity” flights.

Bowie pilots who have upgraded to C182 in 9476X are reminded of the MDWG requirement that they must complete a one-hour “differences familiarity” flight in C182T model before flying 820CP as PIC. (Previous logged experience in C182T, comprising at least one-hour and three takeoffs and landings, will satisfy this requirement.)

Pilots who qualify for CAP C182 flight privileges in C182T, should anticipate that MDWG will soon require them to complete equivalent “differences familiarity” flight in C182R or C182S, before they may fly 9476X or 5383N as PIC.

Pilots sometimes renew their BFR status (by e.g. upgraded FAA license, Wings Program, BFR flight), or their FAA physical status, at date that is not coincident with their CAPF5 check ride. MDWG and Squadron Stand/Eval need to track such renewals. In these circumstances, pilot will submit three copies of the log book entry or FAA Medical to the Squadron Stand/Eval Officer who will file one copy with the pilot’s current record and will forward the other two copies to the Wing Stand/Eval Officer. Pilots are urged to ensure that any such action precedes expiration by approximately 20 days.

Pilots are responsible to update CAP automated scheduling and currency logging systems at time of any change to their flight status or expiry date(s). Pilots will log onto the current scheduling system, and if required by Wing any other currency logging system and update the flight status and/or expiry date, as soon as practical after the event.

//signed//

1Lt Jeffrey M Welch
Commander
Bowie Composite Squadron



HEADQUARTERS
Bowie Composite Squadron
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FORM 5 SUBMISSION CHECKLIST

The following items should be submitted with each Form 5 renewal:

- _____ Form 5
- _____ Statement of Understanding ___ Previously Submitted
- _____ Copy of Pilots License (Both Sides) or print out from FAA Web Site.
- _____ Bi-Annual Flight Review certification
- _____ Latest Form 5 Test Completion Certificate or corrected written test.
- _____ Membership certification Copy of card or printout
- _____ Medical Certificate (copy) (Must be signed by applicant)
- _____ Government Photo ID.
- _____ Aircraft Questionnaire(s) ___ 172 ___ 182 ___ M7 ___ Other ___ Other
- _____ Name of Checkpilot for previous Form 5 _____
- _____ Name of Checkpilot for this Form 5 _____
- _____ Pilot contact information:
- NAME: _____
- ADDRESS _____
- HOME PH _____ CELL PH _____ WORK PH _____
- EMERGENCY CONTACT: _____ RELATIONSHIP: _____
- ADDRESS (If different from above) _____
- HOME PH _____ CELL PH _____ WORK PH _____