JUL. 1 2 2003

HEADQUARTERS
WASHINGTON WING CIVIL AIR PATROL
Auxiliary of the United States Air Force
POST OFFICE BOX 4459
McCHORD AIR FORCE BASE, WASHINGTON 98438-0459

1 JULY 2003

WASHINGTON WING POLICY LETTER NO. 1

SUBJECT: REPORTING CAPF 5 AND CAPF 91 CHECK FLIGHT RESULTS

1. Effective this date, all Check pilots administering Form 5 or Form 91 Check flights will report the results of the flights to the Wing Standardization and Evaluation Office (DOV) providing the following information regarding the pilot being checked:
   - Name
   - Rank
   - Unit
   - Type of aircraft
   - Type of flight (Form 5 or Form 91)
   - Date
   - Results whether satisfactory or unsatisfactory
   - Recommendation for Cadet Orientation Pilot
   - Recommendation for Certified Flight Instructor
   - Comments if any
2. The above information may be transmitted via Email, Facsimile or surface mail.
3. The DOV Officer will provide Check Pilots with a Current address or facsimile number for use in transmitting check ride results.
4. Check pilots will also inform each new pilot about entering their information onto the Flight Management System (FMS).
5. This letter supersedes policy letter no. 10, dated 27 September 2000.

Roy L. Stephenson
ROY STEPHENSON
Col. CAP
Commander

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