



HEADQUARTERS
MISSISSIPPI WING CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 AIRPORT DRIVE
JACKSON, MS 39209

MEMORANDUM FOR ALL SQN CC's & ALL CHECK PILOTS

FROM: MSWG/CV

SUBJECT: REQUIRED CHECK FLIGHT REPORTING

DATE: 10 April, 2002

1. Under our new relationship with the air Force, as set forth in the "Statement of Work," we are required to report the results of **ALL** check flights to the Air Force so that they may monitor trend analysis.
2. This requirement dictates that all check flights that are commenced as "**A**" or "**B**" flights, and are not completed, must be submitted to wing HQ by the **check pilot**.
3. Submission is to be made by transmitting a copy of a completed CAPF-5/91 to MSWG/HQ. A statement giving reasons why the check flight was discontinued should be noted in the "Certification" and/or "Comments" sections.
4. The procedure is as follows:
 - ◆ **ALL** check flights need to be reported.
 - ◆ **Discontinued** check flights are to be submitted by the **check pilot**.
 - ◆ **Completed** check flights are to be submitted by the **evaluated pilot**, attached to his/her MSWG CAP Pilot Information Sheet.
5. Please note that this is a change in MSWG policy, which now requires attachments to our MSWG CAP Pilot Information Sheet. Again, it is a requirement of the US Air Force handed us through NHQ.
6. Additionally, the reporting requirement is retroactive to 1 January 2002. Therefore, we must receive copies of **ALL** check flights administered since 1 January 2002 not later than 1 May 2002. If this presents a problem, please contact me at 866-228-5527 or by e-mail at jburwellw@mindspring.com.
7. Thank you for your cooperation.