



HEADQUARTERS MISSISSIPPI WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1635 Airport Dr.
Jackson MS 39209



30 September 2016

MEMORANDUM FOR RECORD

FROM: MSWG/CC

SUBJECT: MISSION CHECK PILOT APPOINTMENT PROCESS

1. This memorandum prescribes the requirements for being considered for appointment as a Check Pilot (CP) in the Mississippi Wing.
2. Applicant must be a current CAP Instructor Pilot and meet the requirements listed in CAPR 60-1, Section 3-7, paragraph (e).
3. Complete and submit a CAPF 17 to the MSWG/DOV noting your qualifications with a request to become a CP.
4. The CAPF 17 must be reviewed and recommended by the MSWG/DOV and/or the MSWG/DepCS(Ops). These Officers may consult with the MSWG/DO and/or other Check Pilots prior to making a recommendation.
5. Applicants must:
 - Complete the online NCPSC
 - Attend an annual MSWG Pilot Meeting
 - Demonstrate and/or explain to the MSWG/DOV or designee, understanding of:
 - Form 5 test procedures
 - Flight releases procedures
 - WMIRS and Operations Qualifications data entry and document upload requirements
 - Fuel receipt procedures
 - Satisfactorily pass a Check Pilot evaluation with a Check Pilot Examiner named by the MSWG/DOV
 - All applicants must interview (either in person or electronically) with the MSWG/CC or his designee
6. Receive final approval and appointment from the MSWG/CC or his designee

MALLORY D. WOODCOCK, Colonel, CAP
Wing Commander

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