

Pilot Records Required

(per CAPR 60-1, Section 2-8)

| If you are a: | ...your pilot file should include copies of: | Your file should be maintained by: |
|------------------|---|------------------------------------|
| VAWG Pilot | <ul style="list-style-type: none"> • FAA pilot certificate • FAA CI certificate (if applicable) • Current FAA medical certificate • Signed Statement of Understanding | Squadron (Unit) |
| VAWG Check Pilot | <ul style="list-style-type: none"> • FAA pilot certificate • FAA CI certificate (if applicable) • Current FAA medical certificate • Signed Statement of Understanding | Squadron (Unit) AND VAWG Hq |

All other items (see *below*) are now documented on MIMS. The validating authority must see these documents before validating the corresponding entry on MIMS, but they should *not* be included in the paper pilot file. When presenting your documents to your validating officer, please include:

- Documentation of currency in accordance with 14 CFR 61.56 (Flight Review or equivalent). A CAPF-5 annotated by an instructor to show a completed flight review may be used to fulfill this requirement.
- Copies of the most recent CAPF5 establishing aircraft qualification in each type in which qualified. *Note: Wing or region DOV will retain failed CAPF5 and CAPFs 91 for 5 years for trend analysis purposes.*
- A current copy of each completed aircraft questionnaire.
- Proof of annual CAPF 5 written examination completion.
- Copy of the most current CAPF 91, *CAP Mission Pilot Checkout*.
- Copy of current designation as a cadet orientation pilot, check pilot, instructor pilot, and mission check pilot from the wing or region commander, as appropriate.
- Copy of a letter or certificate indicating successful completion of the *National Check Pilot Standardization Course*.

Updating Pilot Records

When you need to update your records, you should:

- Make the appropriate entries on MIMS and click on “submit.”
- Provide all relevant documents (e.g., completed CAPF5) to your unit commander for MIMS validation.
- Complete a new VA Form 6 and send it to Wing through command channels. The VA Form 6 is filed in the Stan/Eval Office at Wing Headquarters.
- *Note: You do not need to process a VA Form 7 to be designated as an orientation pilot. Fill out the Orientation Pilot data on a VA Form 6. Enter the requisite information in MIMS for validation at the appropriate command levels. Send the VA Form 6 to Wing. The Wing Commander or his designee will also validate your entries. The validated MIMS entry is your designation.*

Questions? Need Help?

Capt. Susan Parson is now handling pilot licensing matters for the Wing. Please address all pilot licensing questions to avi8rix@hotmail.com.