



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 JUNE 2003

WASHINGTON WING POLICY LETTER NUMBER 4

**SUBJECT: TIMELY SUBMISSION OF DATA FOR THE PILOT'S RECORDS
 MAINTAINED AT WING**

1. Those pilots assigned to Wing Headquarters whose pilot's records are maintained by the Wing Standardization and Evaluation Office (DOV,) and all check pilots whose records must be maintained by DOV, are responsible for the timely submission of that data required by CAPR 60-1, Paragraph 2-9, to the DOV.
2. In the event any pilot listed in Paragraph 1 above have overdue items in their records, it is that pilot's responsibility to acknowledge via Email, letter, telephone or any other means to DOV that they know they are overdue
3. When any item becomes overdue, and the responsible pilot has not acknowledge s/he is overdue, DOV will advise that pilot on time via electronic or telephonic means. (Each pilot will keep the DOV advised of their address and means of contact.) If there is no timely response, the delinquent pilot will be issued a letter form the Wing Commander informing the pilot that s/he are no longer authorized to operate Civil Air Patrol aircraft.
4. Any check rides administered by a check pilot while their Wing records are delinquent or not on the Flight Management System (FMS) will be declared null and void.
5. The delinquent pilot will be required to submit a letter to the Wing Commander explaining the circumstances of the delinquency, and outlining the steps the pilot will take to preclude future delinquency.
6. This letter supersedes policy letter no. 12, dated 28 November 2001

Roy D. Stephenson
 ROY STEPHENSON
 Col. CAP
 Commander.

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