



RPA Check Pilot (CP) Program Policy Letter 10 Dec, 2013

Check Pilot Duties and Responsibilities

1. The position of Check Pilot is a volunteer staff position under the direction of the President and Standardization Officer. It is not a designated formation position.
2. CPs serve at the discretion of the RPA as determined by the CP Program Managers.
3. The position of CP is not a lifetime or honorary position.
4. The Check Pilot's responsibilities include the following:
 - A. Maintain the RPA's Culture of Excellence by ensuring all candidates for RPA/FAST formation ratings meet the standards contained in the RPA formation training manual and FAST documents.
 - B. Maintain the RPA's Culture of Excellence in all initial and continuation training missions by highlighting and praising exceptional performance and by critiquing and correcting sub standard performance.
 - C. Conduct formal wingman, flight lead, and instructor ground schools and seminars.
 - D. Assist clinic organizers and their staffs in manning and scheduling the following events:
 - Check rides
 - Recommendation rides
 - New wingman, flight lead, and IP training sorties
 - Formal ground schools and seminars

Check Pilot Qualifications and Requirements

1. Must have a formal background in flight instruction
 - A. FAA/host nation certified instructor
 - B. Current or former military IP in undergraduate pilot training or in a major weapons system
 - C. Current or former airline check airman
2. Must have an established record of clinic support and a demonstrated willingness to support RPA standards, procedures, and policies
3. Must have held a civilian non-aerobatic formation Lead rating for a minimum of three years
4. Qualify annually by flying a proficiency flight and submitting a flight leader formation proficiency report (FPR)

Check Pilot Program Manager Personnel

1. President
2. Board of Directors (BOD)
3. Standardization Officer (SO)
 - A. Nominated by the President
 - B. Vetted by a simple majority of the CPs
 - C. Approved by a simple majority of the BOD

Check pilot Program Managers' Responsibilities

1. Manage the overall staffing levels
2. Annually review CP manning requirements
3. Annually review CP participation and currencies
4. Continuously review the flight lead and IP roster to identify potential new CP candidates

Regional Directors' Responsibilities

1. Manage the CP manning in their respective regions
2. Establish a working relationship with their region's CPs to accomplish the following:
 - A. Determine the number and desired location of CPs
 - B. Create a roster/resume of qualified candidates
 - C. Conduct an annual review of RPA CP support in December of each calendar year
 - D. Make recommendations to the CP managers for the addition or removal of regional CPs

Nomination Process

1. When the RD determines a need for a new CP either because of a resignation, removal, or new requirement, he will use the following process:
 - A. Consult with the regional CPs to prepare a slate of nominees listed in preferred order. There is no minimum or maximum number of nominees.
 - B. Consult with each nominee to determine if they are willing and able to serve as a CP.
 - C. If the RD determines there are no viable candidates in the region, he should work with adjacent regions to find qualified candidates.
 - D. Use the attached *RPA Check Pilot Nomination Guide* to prepare a resume for each nominee.

Selection Process

1. The RD submits the slate and resumes to the President.
2. The President will confer with the Standardization Officer to ensure nominees meet RPA and FAST qualification criteria and evaluate any waiver requests.
3. The Standardization Officer will submit the slate and resumes to the CPs.
4. The CPs will have 10 days to evaluate, interview, and discuss the slate of nominees.
5. NLT 11 days after submitting the slate to the CPs, the Standardization Officer will call for the CP vote.
6. The SO can use whatever secret ballot means he wants to tally the votes.
 - A. Each CP will vote for his first choice by rank ordering the slate.
 - B. The Standardization Officer will tally the votes by arranging the slate IAW the CP's rank order.
 - C. The SO will then send the rank ordered slate and vote count to the President.
7. The President will submit the slate to the BOD for review with a recommendation to approve the first place nominee for the CP position.
8. The BOD will have 10 days to evaluate, interview, discuss the slate of nominees.
9. NLT 11 days after submitting the slate and recommendation to the BOD, the President will call for the vote. Using a simple majority, the BOD has the following options:
 - A. Vote to approve the recommended nominee
 - B. Vote to approve one of the other nominees
 - C. Vote to reject the recommendation and the slate and call for a new slate and recommendation. In this case, the President and the RD have two options:
 - Schedule a meeting with the BOD to appeal the vote.
 - Restart the nomination process to produce a new slate and recommendation.

Appointment and Certification Process.

1. In accordance with FAST policy, the RPA President will send the nominees name, qualifications, waiver (if required), and letter of recommendation to the FAST President.
2. One other RPA CP will also send a letter of recommendation to the FAST President.
3. Once approved, the RPA President will inform the BOD, CPS, the nominee, and the membership.
4. The RPA President and the SO will schedule either an in-person or conference call CP indoctrination meeting to cover FAST/RPA CP policies, standards, procedures, and philosophy before the nominee begins his tour as an RPA CP.

Annual Review

1. Check Pilots will periodically update the online *Annual CP Currency Report*. The SO will ensure all CPs have completed their form by December 1st, each calendar year.
2. The CP managers will review the forms to ensure the needs of the membership are being supported and, if required, take appropriate action if it is not.

Removal of Check Pilots

1. CPs may be removed for the following reasons:
 - A. Over-manning
 - B. Failure to uphold standards
 - C. Issues of integrity involving the training and evaluation of member pilots
 - D. Loss of FAST or RPA currencies or the inability to fulfill the roles and responsibilities outlined here and in the FAST FF&P
2. Removal will be by order of the President based on:
 - A. A recommendation from the RD
 - B. A simple majority vote of Removal by the BOD
3. The removed CP may request an appeal from the President. If granted, the CP will present the appeal to the President, SO, and the BOD either in written form via email or live via an on-line meeting. At the conclusion of the appeal, the BOD will vote, using a simple majority, to either uphold removal or reinstate.