

Iowa Cadet Orientation Flight Program

Purpose: To maximize the Aerospace Education of our cadets by exposing them to power and glider flights funded through the Civil Air Patrol (CAP) Cadet Orientation Flight Program.

Problem: Cadets have been losing entitled flights and we have not been reimbursed for some flights, because we have incorrectly numbered the flight, or submitted the reimbursement paperwork in error.

Challenge: Keep meticulous records by accurately recording each orientation flight, and filing for reimbursement in a timely manner.

Background: The Flight Orientation Program is governed by CAP Pamphlet 52-7. Each Squadron Commander, Orientation Pilot, and Cadet should have one. All personnel concerned should review this pamphlet and become familiar with the requirements of the program. We need to hold ourselves to a higher standard than we have in the past.

Corrective Measures and Procedures:

Cadets: The following items **MUST** be with the cadet for an orientation ride to take place. The flight **WILL NOT** take place without these items

1. Actual current CAP ID/Membership Card (No faxes, copies or commander's word)
2. Proper clothing ~ Distinctive CAP shirt and weather appropriate clothing, shorts if appropriate. BDU's are very hot in summer and discouraged. (NO BOOTS)
3. Attachment 1, up-to-date (Glider flight sign-off sheet) and/or Attachment 2, up-to-date (Powered flight sign-off sheet)

Orientation Pilot: Ultimately responsible for the accurate completion of CAP Forms 7 & 7T.

1. Emails flightauth@iawg.cap.gov at least two days before flight, requests permission and gives the following information: Pilot name, aircraft, aircraft base, "O" flight location and number of cadets to be flown. **"O" flights without flight authorization permission will not be funded.**
2. Checks the Cadet's CAP ID, uniform and Attachment 1 and/or 2. If any of these items are not present, the cadet **will not** ride that day.
3. Files the appropriate Form 7 and/or 7T within 7 days. (CAPF 108 is not required)
Note: Current forms are both dated Jan. 03. Previous editions may not be used.
 - a. All spaces must be filled out and information verified
 - b. Please record all back seat flights on form with number 99
 - c. Record all free (no funding requested) cadet orientation flights with number 75
 - d. The **ORIGINAL** gas receipt(s) must be included
 - e. Signs the form, or ensures that another Senior member signs it
 - f. Forwards forms and original receipts to: Steve Lewis, 2620 Mt. Pleasant Street, Burlington, IA 52601.

Squadron Commander: Is responsible for maintaining current Cadet records of Cadet Orientation Flights

1. Keeps CAPP 52-7 (Attachments 1 and 2) in Cadet's file and ensures that the attachments accompany the cadet for orientation flights.
2. Makes sure that Attachments 1 and/or 2 were updated and signed by the "O" Ride Pilot after the flight and then returned to the Cadet's file.

Wing Staff: Final responsibility for the correctness of the form and verification of the information

1. Verifies the Cadet's CAP ID, flight/syllabus number, Form correctness
2. If forms are not correct, sends them back to submitter and/or makes corrections if able to
3. If not received 14 days after flight, notifies Wing DO that the pilot is to be removed from Cadet Orientation Pilot List
4. Signs form and forwards to the Iowa CAP-USAF Liaison Office for final processing

Benefit: Complete funding of each flight & each Cadet getting all flights he/she is entitled to.

***** **Implementation Date: 14 May 03** *****

CAPR 52-16 (E) 1 APRIL 2003

4-2. ORIENTATION FLIGHTS. The Cadet Orientation Flight Program is designed to introduce youth to general aviation through hands-on orientation flights in single engine aircraft and gliders. The program is limited to current CAP cadets under 18 years of age. Cadets aged 18 and older may still participate in military orientation flights.

- a. Cadets may fly as much as possible, but only five powered flights and five glider flights will be reimbursed. More than one cadet may fly per sortie, depending upon the capability of the aircraft. An unlimited number of backseat rides are authorized; cadets do not lose any of their syllabus flights by observing another cadet's flight from the backseat. CAP cadet orientation flights may be classified as either corporate/private or military, although only corporate/private flights are reimbursable.
- b. Cadets must carry their current CAP membership card with them on the flight.
- c. A successful orientation flight will include at least 80% of the syllabus objectives found in CAPP 52-7, *Cadet Orientation Flight Syllabus*. Every flight will conform to the syllabus and be consistent with safety. Orientation flights will not be credited toward any pilot ratings (solo, private pilot, etc.).
- d. The pilot certifies completion of the cadet's syllabus rides by signing CAPP 52-7, Attachment 1 and/or 2 copies of these attachments will be kept with the cadet's CAPF 66, *Cadet Master Record*.
- e. Squadron commanders, or their representatives, are responsible for submitting a completed CAPF 7 or CAPF 7T to the wing for final validation and auditing. After review, the designated wing representative signs the CAPF 7, *Cadet Orientation Flight Consolidation Report*, or CAPF 7T, *Tow Flight Consolidation Report*, and then follows the reimbursement procedures found in CAPR 173-3, *Payment for CAP Support*.
- f. CAPFs 7 and CAPFs 7T submitted to national headquarters more than 90 days after the flight date are not reimbursed.
- g. Reimbursement rates are found in CAPR 173-3 *Payment for Civil Air Patrol Support*. Cadets will not pay any amount to receive an orientation flight.
- h. Detailed guidance on how to conduct cadet orientation flights may be found in CAPP 52-7, *Cadet Orientation Flight Syllabus*, and CAPR 60-1, *CAP Flight Management*.