

5 October 2007

MEMORANDUM FOR ALL PARTICIPATING AFROTC/AFJROTC COMMANDERS, CAP WING
COMMANDERS, CAP-USAF REGION COMMANDERS, AND CAP OFFICERS

FROM: AFROTC/CC National Commander, CAP CAP-USAF/CC
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Director, AFJROTC
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SUBJECT: FY08 AFROTC/AFJROTC Flight Orientation Program

1. Attached is the FY08 Memorandum of Agreement (MOA) outlining administration and operations for the FY08 AFROTC/AFJROTC Flight Orientation Program. We enjoyed a successful program during FY07. We appreciate all of your efforts that made this happen. During FY08 we are seeking approval to fly AFJROTC cadets in addition to AFROTC senior cadets. This MOA is written to include AFJROTC cadets. However, **CAP WINGS ARE NOT AUTHORIZED TO FLY AFJROTC CADETS UNTIL CAP NATIONAL HEADQUARTERS NOTIFIES CAP WINGS THAT AIR STAFF HAS APPROVED THEIR INCLUSION INTO THE PROGRAM.** We expect this to be approved during the first quarter of FY08. AFROTC/AFJROTC will allocate initial sorties for the first quarter (Oct – Dec 07) and then will allocate additional sorties as the initial allocation is expended. We expect each of you to regularly work with your program counterparts: AFROTC, AFJROTC, CAP, and CAP-USAF Liaison Region Commanders; CAP-USAF State Directors; ROTC Detachment, JROTC Units, and CAP Wing Commanders. We all want this program to succeed. As always, your leadership and personal involvement is key.

2. If you have any questions pertaining to the FY08 program, please contact Mr Scott Gilley, HQ AFROTC/DOTX, (334) 953-6958, (ROTC reimbursements); Capt Alex Rangel, HQ AF JROTC, (334) 953-0265, (JROTC reimbursements); Mr. Pete Kalisky, HQ CAP/DOV, (334) 953-3922x331 (CAP flight operations), Lt Col Doug Goodlin, CAP-USAF/XO (CAP-USAF Director of Operations), (334) 953-7467; Lt Col Jim Clark (CAP-USAF flight operations), 334-953-4232; and AETC/LGCQ, Ms. Maribeth Tyler, (210) 652-4274 (Grants Officer).

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Attachment:

FY08 Memorandum of Agreement

cc:

CAP/CV/CS

HQ AFROTC/DO/DOT/DOTX

HQ AFJROTC/JR/JRO

HQ CAP/EX/EXA/MD/DO/DP/FM

HQ CAP-USAF/CC/CV/XO/JA/FM

All CAP-USAF Liaison Region Commanders

All AFROTC Region Commanders

All CAP-USAF State Directors

All CAP Region Commanders

All CAP Wing Commanders

AFROTC/AFJROTC Flight Orientation Program - Memorandum of Agreement
(FY 2008 Program)

REFERENCES:

AFROTCI 36-2012

10 USC 9442,9444

AFI 10-2701

Air Force-CAP Cooperative Agreement (CA), dated Oct 00/Statement of Work, Oct 01

DoDGARS (Dept of Defense Grants and Agreements Regulation DoD 3210.6-R)

CAP Regulations (as applicable)

1. **INTENT:** Air Force Reserve Officer Training Corps (AFROTC) and Air Force Junior Reserve Officer Training Corps (AFJROTC) provide orientation flights/flight training to AFROTC cadets in order to expose them to flying and flight activities as part of its Air Force mission **I**AW 10 USC 21 10. AFROTC/AFJROTC has determined that the use of Civil Air Patrol (CAP) services under the Air Force - CAP Cooperative Agreement to provide orientation flights to its cadets would be in the best interest of the United States and an economical and efficient way to conduct its mission. The Secretary of the Air Force is authorized to use CAP for non-combat missions of the Air Force pursuant to 10 USC 9442@ (1). Pursuant to AFI 10-2701, para. 2.2.6, CAP may provide orientation flights to AFROTC/AFJROTC cadets. CAP-USAF/CC has authority, under AFI 10 - 2701, para 2.2.6, to approve individual orientation flight missions. CAP has accepted the assignment of this mission in its capacity as the United States Air Force Auxiliary under 10 USC 9442 to support the AFROTC/AFJROTC orientation flight program in FY08.

2. **PURPOSE:** This MOA provides the general administrative and operational guidelines for Air Force Reserve Officer Training Corps (AFROTC) and Air Force Junior Reserve Officer Training Corps (AFJROTC) orientation flights assigned by the Air Force to CAP during FY08. Support will be provided to AFROTC/AFJROTC on a reimbursable basis pursuant to 10 USC 9444 under the Air Force - CAP Cooperative Agreement, subject to availability of funding. AFROTC and AFJROTC funding will be provided to CAP separately and will be accounted for separately. While this MOA provides general guidance on the administration and operation of the orientation flight activities for AFROTC/AFJROTC, the mission is at all times subject to and governed by applicable federal laws, Air Force/DoD regulations and CAP regulations.

3. **MISSION.** The purpose of the mission is for CAP to conduct orientation flights for AFROTC and AFJROTC cadets who are approved by AFROTC or AFJROTC, respectively, to participate in the flight activity.

4. EXECUTION.

a. Concept of Operations. The primary objective of the AFROTC/AFJROTC Flight Orientation Program is to help provide a complete and well-rounded education in all aspects of the United States Air Force to AFROTC/AFJROTC cadets. This is accomplished by exposing AFROTC/AFJROTC cadets to flight operations and pilots of CAP serving in their role as the USAF Auxiliary. This interaction should benefit the USAF by providing motivational training and experience to America's youth and future leaders of the USAF.

b. Points of Contact for AFROTC/AFJROTC Flight Orientation Program:

(1) Flight Activities: HQ AFROTC/DO, HQ AFJROTC/JRO and CAP-USAF/State Director.

(2) Flight Program Administrator: HQ AFROTC/DOTX and HQ AFJROTC/JRO.

(3) AFROTC and AFJROTC Detachment Flight Program Manager: AFROTC detachment commander and AFJROTC SASI.

(4) AFROTC/AFJROTC Unit Flight Program Administrator: Officer appointed by detachment commander.

(5) CAP-USAF Flight Coordination for CAP Wing: CAP-USAF State Director

(6) CAP Wing Program Manager: CAP Wing Commander.

(7) USAF Wing Program Advisor: CAP-USAF Liaison Region Commander.

(8) USAF Program Advisor: HQ CAP-USAF/XO

(9) USAF Flight Program Advisor: HQ CAP-USAF/XOV

c. Mission Priority and CAP-USAF Flight Coordination: Higher priority missions may preempt the AFROTC/AFJROTC Flight Orientation Program (FOP) missions. To assure mission deconfliction and to inform CAP-USAF State Directors of FOP flight activities, the CAP Wing will notify the CAP-USAF State Director and confirm receipt of mission information prior to all AFROTC/AFJROTC FOP missions. In the event the CAP-USAF State Director is unavailable, the CAP Wing shall contact the CAP-USAF Liaison Region for purposes of flight coordination.

d. AFROTC/AFJROTC - CAP Wing Flight Coordination: The AFROTC detachment commanders, AFJROTC SASIs, and the CAP wing commander must establish a working relationship to ensure successful implementation and execution of this program.

5. ADMINISTRATION AND LOGISTICS. The AFROTC/AFJROTC Flight Orientation Program is open to all AFROTC and AFJROTC cadets. There will be a controlled number of positions in the Flight Orientation Program for each participating school. Cadets with a Federal Aviation Administration (FAA) private, commercial pilot, or ATP certificate are ineligible for the Flight Orientation Program (cadets bearing student certificates are eligible for the Flight Orientation Program). Administration of the AFROTC/AFJROTC Flight Orientation Program will be accomplished in accordance with (IAW) Annex A and Annex B to this MOA. Various program costs are contained in Annexes A and B to this MOA. Provisions in this MOA and attachments regarding Air Force operational/administrative oversight requirements for the program are subject to interim policy guidance issued by HQ CAP-USAF.

6. COMMAND. There is no official command relationship between the AFROTC/AFJROTC detachment/unit cadre and CAP.

ANNEXES:

Annex A CAP Organization/Membership
Annex B Flight Orientation Program

Annex A to AFROTC/AFJROTC Flight Orientation Program - Memorandum of Agreement

Organization and Membership

1. **Organization.** AFROTC detachments and AFJROTC units will not be considered CAP units but may participate in Air Force assigned AFROTC or AFJROTC cadet orientation sorties performed with CAP corporate aircraft or by an aircraft owned by the CAP pilot flying the sortie *only*. CAP AFROTC/AFJROTC cadet orientation pilots must satisfy the requirements of cadet orientation pilot to include the AFROTC/AFJROTC requirements in CAPR 60-1. AFROTC/AFJROTC cadet orientation sorties are the only type of flight activities authorized for AFROTC/AFJROTC cadets by this MOA and no other CAP mission or activity shall be conducted in conjunction with these orientation sorties.

a. Unit Flight Program Administrator. The AFROTC detachment and AFJROTC unit will appoint a cadre member (officer) to execute and administer the program for the Detachment Flight Program Manager. Cadre are not allowed to participate in the AFROTC/AFJROTC-funded FOP.

b. Detachment/Unit Flight Program Manager. The AFROTC Detachment Commander and AFJROTC SASI will be responsible for the overall management of the AFROTC/AFJROTC Flight Orientation Program for their respective units. He/she will personally sign and provide a monthly Flight Orientation Summary (FOS) to HQ AFROTC/DOTX and AFJROTC/JRO, respectively. Reporting MUST be accomplished by an active duty person and not a cadet.

2. **Membership Administration.** CAP membership is not required to participate in the AFROTC/AFJROTC Flight Orientation Program. If an AFROTC or AFJROTC cadet voluntarily elects to become a member of the Civil Air Patrol, he/she should be referred to their nearest CAP unit for membership information.

a. Training. These are strictly orientation flights. No training will be conducted.

b. Uniforms. AFROTC and AFJROTC cadets will wear their AFROTC or AFJROTC uniforms or AFROTC flight suits, for flight orientations (Note: New cadets that have not been issued uniforms due to non-availability of uniforms may fly in civilian attire).

Annex B to AFROTC/AFJROTC Flight Orientation Program - Memorandum of Agreement

Flight Orientation Program

1. **Flight Orientation Program.** The AFROTC detachment commander and AFJROTC unit SASI will select which cadets may participate in the AFROTC/AFJROTC Flight Orientation Program (FOP) from their respective units. Detachment commanders and SASIs will emphasize that this is **not** a pilot or navigator oriented program. It is intended for AFROTC cadets entering all Air Force career fields. Being categorized as a pilot or navigator does not automatically mean an individual will be entered into the FOP. HQ AFROTC and AFJROTC will determine the number of sorties each detachment or unit will receive based on detachment or unit sortie requests, available funds and the CAP Wing's ability to support the initiative. **It is imperative that AFROTC detachment commanders, AFJROTC SASIs, and CAP wing commanders communicate personally and each commit their support to the program.** History has shown that the program has the greatest success with this mutual commitment.

2. **Program Execution.** NLT 20 Sep 07, each AFROTC/AFJROTC unit will submit their sortie request for the quarter of October through December. HQ AFROTC/ DOTX and AFJROTC/JRO will make an initial sortie allocation to their respective units based upon this initial request. Additional sorties will be allocated quarterly for Jan – Mar, and then for the remainder of the fiscal year, to individual units after those units fly their initial allocation—contact HQ AFROTC/DOTX or AFJROTC/JRO to request additional sorties. HQ AFROTC/DOTX and AFJROTC/JRO will allocate additional sorties based on a detachment's demonstrated execution of its current allocation and the availability of AFROTC/AFJROTC funds. A detachment will not receive additional sorties until the detachment has flown all previously issued sorties. **Do not fly more sorties than your unit has been allocated**—contact HQ AFROTC/ DOTX or AFJROTC/JRO to have more sorties allocated to prevent this situation. The key to successful program execution is to construct a realistic plan factoring in school breaks; bad weather months, availability of cadets and CAP resources, etc. to ensure all flights are completed. Flying may begin on 1 Oct 07 and will end on 31 Aug 08.

3. **Safety.** Procedures for reporting ground or flying safety accident, incident, or mishap information involving AFROTC/AFJROTC cadets while they are participating in the AFROTC/AFJROTC FOP are as follows:

a. Report all FOP flight incidents involving serious injury or death (see CAPR 62-2, Attachment 1) immediately to the CAP National Operations Center : 888-211-1812, Ext 300 which in turn will notify CAP-USAF/SE.

b. Any flight incidents not requiring immediate chain of command notification should be reported not later than the next duty day.

c. If any AFROTC cadets are injured during their participation in flight activities under this training/flight orientation program, claims for medical care and/or injury should be processed IAW the Federal Employees Compensation Act (FECA) 5 USC 8140. *See Also* 10 USC 2110. Cadets should contact their AFROTC chain of command and detachment for guidance on how to submit a claim.

d. CAP and its members are deemed to be instrumentalities of the United States while performing an AFAM. Therefore, Federal Tort Claims Act (FTCA) (10U.S.C 9442(B) (2); 28 U.S.C. 2671 et seq.) and Federal Employees Compensation Act (FECA) (5 U.S.C. 8151) are applicable and provide Federal Protection to CAP and its members.

e. AFJROTC cadets are required to fill out a hold harmless agreement prior to participating in the Cadet Orientation Flight Program. Since participation in the Cadet Orientation Flight program is considered a school activity, the senior AFJROTC instructor will comply with school guidance on reporting student injuries. The Air Force does not provide medical care or insurance coverage for any accident or injury that may result from the voluntary participation in this program.

4. **Flights.** The AFROTC and AFJROTC unit program administrator will schedule their respective cadets for flights. All AFROTC cadets in the FOP are authorized to receive a maximum of four front seat flights (called sorties) and four or more rear seat flights during the cadet's academic career. The flight time should average approximately one hour per sortie. AFROTC cadets may receive a maximum of four sorties in the right front seat and unlimited sorties in an observer (rear seat) position. The target amount of rear seat sorties is four, however, cadets are not restricted from flying on additional AFROTC orientation flights as long as there is no charge to AFROTC for the rear seat flight time and an "open" rear seat is available. AFROTC pays for front seat sorties only. If HQ AFROTC allocated sorties do not allow for four front seat sorties for each cadet, the detachment commander determines the sortie ratio per cadet (example: 20 sorties and 10 cadets could be handled with two sorties per cadet or four sorties for five cadets or some other combination). Cadets are normally limited to a maximum of two flights per week unless the AFROTC detachment commander approves additional sorties. If possible, flights should be scheduled with both positions filled to maximize the aircraft's use. However, flights will not be canceled if only one cadet, or an odd number of cadets, is present. The front seat sorties must be flown in consecutive order according to the Orientation Flight Syllabus at Attachment 2 to Annex B. Observer position flights do not have to be accomplished in any order or in accordance with a specific syllabus. Cadets are not restricted from flying on any other AFROTC/AFJROTC orientation flights as long as there is no charge to AFROTC/AFJROTC for the flight time and an "open" seat is available. Therefore, no sortie should be flown without an AFROTC/AFJROTC cadet in the front seat. AFJROTC cadets are authorized to receive one orientation flight regardless of where the cadet sits -- front or rear seat. The CAP provider and the AFJROTC unit program administrator will agree upon sortie duration prior to flight taking into account the number of flight hours available to the unit and the number of cadets to be flown. While flying AFROTC/AFJROTC sorties on a CAP aircraft, each AFROTC/AFJROTC cadet will wear an AFROTC/AFJROTC uniform (i.e., blues or flight suit). If a cadet leaves the flight orientation program prior to completion of the allotted flight orientation hours, the unit program administrator may use those unused hours to fly additional cadets or turn them over to HQ AFROTC/ DOTX or AFJROTC/JRO for reallocation. The unit program administrator will notify CAP Wing of drops as soon as possible and the name(s) of any other cadet(s) added. Note: New cadets that have not been issued uniforms due to non-availability of uniforms may fly in civilian attire.

5. **Flight Administration.** AFROTC/AFJROTC will reimburse CAP for the front seat flight hours and ferry time required to support the FOP. AFROTC and AFJROTC agree to reimburse CAP based on dry hourly rates and type of aircraft that have been pre-approved by CAP-USAF and listed in the chart in Attachment 7 to Annex B of this MOA. Additionally, AFROTC and AFJROTC will reimburse CAP for actual expenses for fuel, oil, and lubricants (receipts required). To maximize orientation sorties, CAP wings should fly in the least expensive category aircraft feasible. Two-seat aircraft do not fit the program profile and will not be used. The following restrictions apply:

a. Flights should average as close to one hour as possible. Individual sortie times may vary and **FLIGHT TIMES ARE LOGGED AS FLOWN**, but every effort must be made to make a cadet's sorties AVERAGE to one (1) hour each. Flight time includes taxi and run-up time.

b. AFROTC and AFJROTC will reimburse costs for the reasonable and required ferry time to and from the orientation flight locations. The CAP Wing Commander must approve the ferry time in advance and determine, with the AFROTC or AFJROTC Unit Flight Program Coordinator, as appropriate, that it is required and reasonable. Every effort must be made to keep ferry time to a minimum.

c. The flight orientation program will be accomplished IAW Attachment 1 to Annex B.

d. This mission will be flown in support of AFROTC/AFJROTC as an Air Force assigned mission CAP will use the symbol "A6" for AFROTC/"A8" for AFJROTC indicating the mission is an Air Force-assigned reimbursable mission (plus any wing designated mission number, if applicable).

e. Payment(s) for the cadet flights will be processed as follows:

(1) AFROTC/AFJROTC units will provide AFROTC/AFJROTC cadets with AFROTC/AFJROTC Flight Information Sheets (Attachment 4), one for each of their flights. For AFROTC/AFJROTC cadets who are minors, a parental consent will be required to be signed prior to each orientation flight and is the responsibility of the AFROTC/AFJROTC unit. The Flight Information Sheet will be completed after each flight. One half will be retained by the cadet and returned to the unit program administrator. The second half will be retained by the CAP pilot and submitted to the CAP Wing with the pilot's reimbursement request to facilitate sortie/flight hour reconciliation. The AFROTC/AFJROTC unit program administrator will log the flight on an AFROTC/AFJROTC Orientation Flight Log (see Attachment 5) to help document cadet sorties

(2) **Not later than the 10th calendar day of every month** the AFROTC/AFJROTC unit will forward copies of all Flight Information Sheets (Attachment 4), the AFROTC/AFJROTC Orientation Flight Log (Attachment 5), and a signed AFROTC/AFJROTC FOS (Attachment 6) to the CAP Wing of their state and only the AFROTC/AFJROTC FOS to HQ AFROTC/DOTX or AFJROTC/JRO as appropriate. The original sheets and parental consents will be retained by the AFROTC/AFJROTC detachments. **A report is required each month even if no orientation flights were flown.** In this case, forward a monthly summary to HQ AFROTC/DOTX or AFJROTC/JRO as appropriate, indicating zero hours/sorties. AFROTC/DO or AFJROTC/JRO may withdraw all unflown sorties from detachments who fail to provide a timely FOS by the 10th calendar day, suspending the flight orientation program for that detachment. Only the AFROTC/DO or AFJROTC/JRO will determine when flying may continue for suspended detachments.

(3) Orientation pilots will complete a reimbursement request to obtain aircraft flight hour reimbursement. The reimbursement request and the pilot's half of the Flight Information Sheets will be forwarded to the CAP Wing through the established CAP chain of command. If orientation pilots use a CAPF 108 to submit their reimbursement request to their wing, the following instructions apply:

(a) Block 1: For AFROTC write "A6," the Det Number, plus the assigned mission number. For JROTC write "A8," the Det Number, plus the assigned mission number.

(b) Block 2: Mark "Other" and enter "AFROTC" or "AFJROTC" as appropriate

(c) Block 5, Column F: Under "Hours Flown," report flight time based on the number of front seat AFROTC/AFJROTC cadet sorties flown. "Ferry Flt" time to pre- and post-position the aircraft should be reported as a separate line item on the CAPF 108.

(d) Block 5, Column K: Type "Ferry Flt" and report the ferry flight time expended to pre- and post- position the aircraft in support of the mission separately.

(e) Block 5, Column L: Submit claims based on the number of front seat cadet sorties flown and the ferry time calculated at the currently approved hourly reimbursement rate shown for the CAPR 173-3 Aircraft Flying Hour Payment Rates (CAPR 173-3, Attachment 1) plus fuel and oil cost claimed.

(4) The CAP Wing will use the data supplied by the CAP orientation pilots' reimbursement request to verify a wing's monthly flight hour reimbursement. Discrepancies will be quickly resolved by the CAP Wing. The AFROTC and AFJROTC unit flight program administrators and the CAP Wing are encouraged to frequently compare their progressive monthly recording of sorties and hours. The AFROTC and AFJROTC unit flight program administrators may forward a copy of the Orientation Flight Log to the CAP Wing not later than the 10th calendar day of the following month. Differences should be reconciled telephonically. The CAP Wing will submit a WMIRS Form 108 for reimbursement (Fax the signed form to 800-555-7902 until NHQ notifies CAP Wings that electronic submissions are authorized). The CAP Wing can submit the WMIRS 108 to CAP NHQ as soon as the sortie(s) are flown and flight time/expenses have been verified by the CAP Wing just like is done for any other reimbursed mission. The FOS will not accompany the WMIRS Form 108.

(5) HQ AFROTC/ DOTX and AFJROTC/JRO will review and consolidate all FOS' on an electronic spreadsheet and forward to National Headquarters CAP/ DO as a receiving report. NHQ CAP/FM will submit an SF 270, Request for Reimbursement, to the Grants Administration Office, DCMA Birmingham, IAW specific instructions in the Cooperative Agreement. AFROTC funds may only be used in support of the AFROTC flight orientation program. AFJROTC funds may only be used in support of the AFJROTC flight orientation program. All unused funds on the CA will be returned to AFROTC or AFJROTC via a formal bilateral decrease modification to CA.

(6) General Financial Matters: Monies for this program will be obligated through the Cooperative Agreement (CA) F41689-00-2-0001 between the Air Force and the Civil Air Patrol. In order to accomplish this, AFROTC and AFJROTC will both send a certified form 9 to HQ CAP-USAF/FM at the beginning of the fiscal year. AFROTC and AFJROTC will increase or decrease funds as necessary to meet mission objectives. CAP will return any excess funds in a timely manner. All terms and conditions of the CA apply to the financial administration of the program.

Attachments:

1. AFROTC/AFJROTC Orientation Flight Guidance
2. AFROTC/AFJROTC Orientation Flight Syllabus
3. AFROTC/AFJROTC Orientation Flight Briefing Guide
4. AFROTC/AFJROTC Flight Information Sheet Instructions with Sample Form
5. AFROTC/AFJROTC Orientation Flight Log with Sample Form
6. AFROTC/AFJROTC Flight Orientation Summary with Sample Form
7. Aircraft Flying Hour Payment Rates

Attachment 1 to Annex B - AFROTC/AFJROTC Orientation Flight Guidance

Orientation flights for the AFROTC/AFJROTC will be accomplished in accordance with the following guidance and the flight orientation syllabus in Attachment 2: (Note: AFJROTC cadet's sortie profile may include a combination of Flight No. 1 and Flight No. 2 as described in the Orientation Flight Syllabus as the one hour+- sortie allows. AFJROTC cadets are limited to one orientation sortie per year)

1. General. The AFROTC/AFJROTC Flight Orientation Program is designed to introduce AFROTC/AFJROTC cadets to flight operations in accordance with the statutory authority provided under 10 USC 2110. AFROTC/AFJROTC cadets participate in actual flights in a powered aircraft and observe the associated planning and ground operations. The program is voluntary and primarily motivational and should stimulate the cadet's interest in and knowledge of aviation and aerospace activities. All participants must be primarily concerned with providing the safest possible environment for cadet orientation flights. The requirements of Federal Aviation Regulations apply to AFROTC/AFJROTC cadet orientation flights. The provisions of all CAP regulations apply unless this MOA provides more specific and restrictive guidelines from the Air Force for the AFROTC/AFJROTC FOP. CAP should not conduct any other business in conjunction with these flights.

2. Definition. A flight is classified as an orientation flight and credit can be gained for each flight only if the following criteria are met:

a. Each flight should conform to profiles described in this guidance and be consistent with safety, aircraft capability, and available resources. The requirements of the AFROTC/AFJROTC cadet in the right front seat determine which mission/sortie profile will be used on each flight. AFROTC/AFJROTC cadets must fly sortie profiles in the chronological order listed in the syllabus. The AFROTC/AFJROTC cadet in the observer position (rear seat) may fly on any mission/sortie profile as required for the cadet in the right seat.

b. Except for take-off, landing, radar and traffic patterns, low level flying (below 1000 ft AGL for purposes of this MOA) and other critical phases of flight, cadets may be permitted to actually manipulate the controls on each flight. However, credit for an orientation flight is not dependent upon the actual manipulation of flight controls. Orientation pilots, regardless of the aeronautical rating of the pilot or the cadet, will occupy the left front seat during the orientation flight.

c. Without CAP/DO and CAP-USAF/XO or CAP-USAF Liaison Region Commander approval, no more than three people may be aboard an aircraft during orientation flights: one orientation pilot in the front left seat, one AFROTC/AFJROTC cadet in the right front seat, and one AFROTC/AFJROTC cadet in an observer (rear seat) position. To the maximum extent possible, each individual should be on aircraft interphone with headphones to facilitate communications.

d. A scheduled flight will not be canceled due to "no-shows" or non-availability of a cadet to fill the observer (rear seat) position. In those cases, the orientation pilot and the right front seat cadet will complete the scheduled sortie. The orientation pilot will notify the CAP Wing of the no-show(s) as soon as possible after return. The CAP Wing will then notify the unit program administrator. The AFROTC/AFJROTC unit flight program administrators will investigate the circumstances and take corrective action as necessary. Ferry time will be paid in the event of an unscheduled sortie cancellation.

e. Orientation flights for the purpose of the AFROTC/AFJROTC FOP will not be conducted on opportune airlift missions, military orientation flights, **rental aircraft, or two-seat aircraft**. Only CAP corporate aircraft or aircraft owned by the CAP AFROTC/AFJROTC cadet orientation pilot flying the sortie are permitted to be used for the FOP. Member owned aircraft may be used only when authorized in advance by the CAP region or CAP wing commander and when corporate aircraft are not suitable, not available for the mission, or are less economical.

3. Preflight Briefing and Ground Operations. All cadets will obtain a ground briefing prior to flight IAW the briefing guide found at the end of the Orientation Flight Syllabus. Anytime a cadet enters or exits an aircraft the engine must be shut down.

4. AFROTC/AFJROTC Cadet Orientation Pilots. Pilots will be qualified and selected in accordance with the same criteria outlined in Chapter 3 of CAPR 60-1 (300 hours Pilot-in-Command time in the category and class of airplane, Commercial certificate, Class II medical, and designated in writing). CAP wing commanders must ensure that all pilots supporting the AFROTC/AFJROTC Flight Orientation Program realize that **SAFETY IS THE NUMBER ONE PRIORITY**.

5. Required Flight Conditions and Prohibited Maneuvers. Flight orientations may only be performed during daylight hours (official sunrise to official sunset) and when Visual Meteorological Conditions (VMC) exists. The following maneuvers are prohibited on all orientation flights: turns exceeding 30 degrees of bank, approach to stall, stalls, spins, all aerobatic maneuvers, unusual attitudes, and practice emergency procedures. Orientation pilots, regardless of the aeronautical rating of the pilot or the cadet, will occupy the left front seat during the orientation flight.

Attachment 2 to Annex B - AFROTC/AFJROTC Orientation Flight Syllabus.

I. Flight No. 1 -- Preflight Inspection, Takeoff, and Landing. The pilot will perform the following duties:

a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss the basics of light aircraft aerodynamics. Using the appropriate aircraft checklist, demonstrate routing of preflight inspections, showing the cadet what is inspected, what to look for, and why.

b. Before Takeoff:

(1) Using the checklist, show cadets how routine cockpit checks are made prior to takeoff.

(2) Point out procedures in starting the engine and the safety precautions to be observed.

(3) Describe the use of controls while taxiing and point out safety precautions to be observed.

(4) Explain selection of runway and engine run-up.

c. In Flight:

(1) Point out familiar position and attitude of the aircraft in normal flight with various throttle and control positions.

(2) Point out familiar landmarks, prominent ground features, and position of airport with respect to surrounding community.

(3) Describe approach to traffic pattern, explain reasons for contact with control tower or transmissions on common air traffic frequency at uncontrolled fields. Call attention to correct procedure for entering traffic pattern, glide angle, normal landing, taxiing aircraft to parking area, and engine shutdown.

d. Post Flight: Answer questions pertaining to the flight and stress safety.

II. Flight No. 2 -- Normal Flight Maneuvers:

a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss Flight No. 1 as appropriate.

b. In Flight: The pilot will perform the following flight maneuvers at a minimum altitude of 2500 feet above ground level (AGL):

(1) Point out how aircraft will regain normal attitude "hands-off" from a shallow (not to exceed 5 degrees of pitch) climb or dive. Demonstrate use of trim controls.

(2) Point out how aircraft will maintain turn, with controls neutral.

(3) Demonstrate effects of drift and methods of corrections.

(4) Demonstrate coordinated and uncoordinated shallow turns.

- (5) Demonstrate straight and level flight, flying with visual reference to checkpoint and horizon.
- c. Post Flight: Answer questions pertaining to the flight and stress safety.

III. Flight No. 3 -- Use of Instruments In Flight:

- a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss previous flight as appropriate.
- b. In Flight:
 - (1) Explain use and relationship between altimeter and the vertical velocity indicator.
 - (2) Demonstrate effect of shallow (not to exceed 5 degrees of pitch) dives and climbs on RPM (fixed pitch prop).
 - (3) Point out how altitude and airspeed are related.
 - (4) Demonstrate effect of turns on compass.
 - (5) Demonstrate uses of other instruments installed on aircraft.
- c. Post Flight: Answer questions pertaining to flights and stress safety.

IV. Flight No. 4 -- Navigation:

- a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss previous flights as appropriate.
 - (1) Explain use of basic navigation instruments (e.g.: altimeter, airspeed indicator, compass).
 - (2) Explain use of pilotage and dead reckoning.
 - (3) Assist the cadet in planning a 30-minute flight using pilotage or dead reckoning.
 - (4) Demonstrate preflight weather briefing and its importance.
 - (5) Assist the cadet in making and filing a flight plan.
 - (6) Chart course, using pilotage or dead reckoning navigational procedures; plan estimated time of arrival (ETA).
- b. In Flight:
 - (1) Assist cadet in navigating.
 - (2) Show cadet desirable checkpoints along routes.
- c. Post Flight: Answer questions pertaining to flight and stress safety.

Attachment 3 to Annex B - AFROTC/AFJROTC Orientation Flight Briefing Guide.

AFROTC/AFJROTC FLIGHT ORIENTATION BRIEFING GUIDE

GENERAL

- Safety (ground/ramp; flight)
- Mission objectives, requirements, and checklist use.
- Mission overview.
- Weather, airfield status, and alternate field.

MISSION PROFILE

- Preflight responsibilities.
- Departure.
- Specific maneuvering area.
- Clearing (possible conflict with other aircraft).
- Mission profile maneuvers.
- Recovery (routing, altitudes, and airspeeds).
- Physically and mentally ready to fly.

CREW COORDINATION

- Transfer of aircraft control (with and without intercom).
- Clearing.
- In-flight checks.
- Radio procedures.

EMERGENCY PROCEDURES

- General responsibilities during emergencies.
- Emergency ground egress.
- Takeoff and landing emergencies & Bird strike.
- Intercom failure.

QUESTIONS

Attachment 4 to Annex B - AFROTC/AFJROTC Flight Information Sheet Instructions (with sample form).

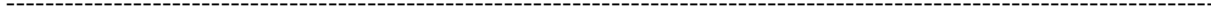
Form Instructions. The AFROTC/AFJROTC Flight Information Sheet is designed as a duplicate form (top half = bottom half). The AFROTC and AFJROTC unit program administrators will complete lines 1, 2 (except date), and 3 and provide the sheet(s) to the cadet prior to the flight(s). The CAP mission pilot flying the orientation flight will fill in the date and complete lines 4 and 5 after each sortie. The pilot is certifying hours flown, type sortie, type aircraft, and tail number. The pilot is not certifying flight orientation program progression of the AFROTC/AFJROTC cadet. This form should be completed for each mission for both front and observer position flights. As a minimum, the AFROTC/AFJROTC cadet must return one half of the Flight Information Sheet to the unit program administrator for each sortie flown. The orientation pilot will retain the second half of the Flight Information Sheet and submit it with his/her reimbursement request. The unit program administrator and CAP Wing may utilize the Flight Information Sheet as best suits their needs. The purpose of this form is to allow AFROTC/AFJROTC to track the number and duration of flights each cadet in the Flight Orientation Program receives under the AFROTC/AFJROTC Flight Orientation Program.

- a. Line 1 is the cadet's institution and detachment or unit number.
- b. Line 2 is the cadet's name and date of the flight.
- c. Line 3 is the number of the front position or observer position sortie flown (circle appropriate number).
- d. Line 4 is the pilot's signature and the duration of the flight.
- e. Line 5 is the ownership of the aircraft (CAP corporate or member-owned), aircraft type (C-172, C-182RG, PA-28-235; include engine HP whenever possible) and aircraft tail number. Check those items that apply.
- f. Line 6 is used for local (optional) assignment of a mission number to assist mission tracking.

AFROTC/AFJROTC Flight Information Sheet

AFROTC/AFJROTC/ Flight Orientation Information	
Institution: _____	Det/Unit: _____
Cadet: _____	Date: _____
Front Sortie#: 1 2 3 4	Observer Sortie #: 1 2 3 4
Front Seat Sortie Hours: _____	Back Seat Sortie Hours: _____
Aircraft: CAP ___ Member ___	A/C Type _____ Tail Number _____
Mission Number (optional/local use) _____	
Pilot's Signature: _____	
AFROTC/AFJROTC cadet returns this form to the AFROTC/AFJROTC Unit Flight Program Administrator	

Note: Pilot must verify accuracy and sign both forms



Note: Pilot must verify accuracy and sign both forms

AFROTC/AFJROTC/ Flight Orientation Information	
Institution: _____	Det/Unit: _____
Cadet: _____	Date: _____
Front Sortie#: 1 2 3 4	Observer Sortie #: 1 2 3 4
Front Seat Hours: _____	Back Seat Hours Flown: _____
Aircraft: CAP ___ Member ___	A/C Type _____ Tail Number _____
Mission Number (optional/local use) _____	
Pilot's Signature: _____	
CAP orientation pilot submits this form with CAP Form 108	

Attachment 5 to Annex B – AFROTC/AFJROTC Orientation Flight Log (with sample form).

Form Instructions. The purpose of the AFROTC/AFJROTC Orientation Flight Log is to validate the flying hours allocated to the AFROTC or AFJROTC program and to cross check the CAP flying hour invoices. It will be used by the AFROTC/AFJROTC unit flight program administrator on a monthly basis to track AFROTC/AFJROTC cadet sortie accomplishment. Alternate reporting formats of the same information are authorized to forward the information to the CAP Wing. The AFROTC/AFJROTC unit flight program administrator and the CAP Wing are encouraged to frequently compare their progressive monthly recording of sorties and hours. The AFROTC/AFJROTC unit flight program administrator will forward a copy of the Orientation Flight Log to the CAP Wing not later than the 10th calendar day of the following month.

AFROTC/AFJROTC ORIENTATION FLIGHT LOG						
TO: ① CAP Wing		FROM (AFROTC/AFJROTC Det/Unit and Institution): ②			DATE: <u>Month</u> <u>Year</u> ③	
	Front Position Sorties			Observer Position Sorties		
NAME	#1	#2	#3	#1	#2	#3
④ Aviator, Ace	⑤	1.0/172M			0.9/182C	
	⑥	14 Jan			20 Jan	
	⑦	Jones			Smith	
Aileron, Alice			0.9/182C		1.0/172M	
			20 Jan		14 Jan	
			Smith		Jones	
Date Reviewed: ⑧	I certify that orientation flights were provided by Civil Air Patrol as indicated above. ⑨ Signature of AFROTC/AFJROTC unit program administrator:					

AFROTC/AFJROTC Orientation Flight Log (Sep 07)

- a. Block 1 is the appropriate CAP Wing.
- b. Block 2 is the appropriate AFROTC/AFJROTC detachment or unit (detachment and institution name)
- c. Block 3 is the date of the reporting period (e.g. 1-31 January 02).
- d. Block 4 is the name of the cadet who received the orientation flight.
- e. Block 5 is the duration of the flight in hours/type aircraft (e.g.: 1.0/172M - M=member owned, C=corporate owned).
- f. Block 6 is the date of the flight.
- g. Block 7 is name of the pilot who flew the sortie.
- h. Block 8 the date the form is reviewed.
- i. Block 9 is the signature block and signature of the AFROTC/AFJROTC unit flight program administrator certifying the flights flown by the CAP Wing.

Attachment 6 to Annex B - AFROTC/AFJROTC Flight Orientation Summary (with sample form).

Form Instructions. CAP NHQ will use the Web Mission Information Reporting System (WMIRS) to report flown sorties to AFROTC and AFJROTC on a test basis. Until AFROTC and AFJROTC accept the WMIRS system as the sole reporting mechanism, the AFROTC/AFJROTC Flight Orientation Summary will be used to track the progress of the FOP, monitor ferry time, and provide a feedback mechanism for the program.

The AFROTC/AFJROTC unit flight program administrator will accomplish the AFROTC/AFJROTC FOS and the AFROTC/AFJROTC unit flight program manager will sign the FOS and forward the form to HQ AFROTC/DOTX or AFJROTC/JRO as appropriate. The "Report for:" block will reflect the time period covered (i.e.; 1-31 Jan 08).

Cancellations: Sorties are not considered scheduled until both the AFROTC/AFJROTC unit and the CAP agree to the time and date of the sorties. If the agreed upon sorties do not occur, then the AFROTC or AFJROTC unit flight program administrator will enter the number of sorties canceled in the space after the appropriate reason. Explanations for the four cancellation reasons are: "Weather" - self-explanatory; "Maintenance" - mechanical/maintenance problem with the aircraft; "CAP" - CAP personnel failed to show; "AFROTC/AFJROTC" - AFROTC or AFJROTC personnel failed to show (please specify). Explain the cancellation reason in the comment section. These cancellations are for the reported month and are not cumulative. HQ AFROTC and AFJROTC will track the cancellations and causes for an annual analysis for each program.

The CAP Wing will submit a WMIRS Form 108 for reimbursement. The CAP Wing can submit the WMIRS 108 to CAP NHQ as soon as the sortie(s) are flown and flight time/expenses have been verified by the CAP Wing just like is done for any other reimbursed mission. This submission will generate an email to the appropriate AFROTC/AFJROTC unit which the unit may use to determine or verify the information submitted on the FOS.

AFROTC/AFJROTC FLIGHT ORIENTATION SUMMARY

I. Unit Flight Program Administrator														
REPORT FOR:						Month			Fiscal Year					
NAME (LAST, FIRST, MI) AND RANK:						DETACHMENT AND UNIVERSITY or UNIT AND SCHOOL:								
TELEPHONE NUMBERS/DSN:				COMM:				FAX:						
Total FY Front Seat Orientation Sorties Allocated To Date: _____				Total Front Seat Orientation Sorties Completed To Date: _____				AS100 _____		AS300 _____		AS200 _____		AS400 _____
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Monthly Front Seat Sorties Flown														
Monthly Cancellations: Weather _____ Maintenance _____ CAP _____ AFROTC/AFJROTC _____														
COMMENTS/FEEDBACK:														
Unit Flight Program Administrator Signature:									DATE:					
Detachment Commander or SASI Signature:									DATE:					

II. AFROTC/AFJROTC DETACHMENT								
Aircraft	A	B	C	D	E	F	G	H
	Orient. Sorties	Orient. Hours	Ferry Time	Total Time (B+C)	Maint. Rate	Maint. Cost (DxE)	Fuel and Oil Cost	Total Cost (F+G)
Not listed in chart (see note1)					\$30.00			
MT-7-235					\$29.00			
C172					\$30.00			
C182					\$41.00			
C206					\$47.00			
GA8					\$37.00			
Total for Month:								
Total Yr. to Date:								

Aircraft Flying Hour Minor Maintenance Payment Rates are adapted from CAPR 173-3 which applies to the reimbursement procedures for this program.

C185F, C182RG, and DH2 aircraft are Not Authorized for AFROTC/AFJROTC program.

The use of twin-engine aircraft or gliders is not authorized for the AFROTC/AFJROTC program.

To properly figure the reimbursement authorized, multiply the total number of hours flown times the rate allowed for the appropriate aircraft model to determine the amount reimbursed for aircraft minor maintenance. Add to the aircraft minor maintenance reimbursement the total for actual fuel, lubricants, de-icing, and other authorized expenses to determine the “total” reimbursement.

AFROTC/AFJROTC FLIGHT ORIENTATION SUMMARY (4 Sep 07)

