

# How to become a Cadet Orientation Pilot

(presented by Rick Phillips)

Insure you have read the current MEMORANDUM FOR ALWG FROM ALWG CADET ORIENTATION FLIGHT COORDINATOR - SUBJECT: FY11 ALWG Cadet Orientation Flight Program Policies and Procedures

## Basic Requirements to be a Cadet and AFROTC/AFJROTC Orientation Pilot.

- (1) Current CAP senior member.
- (2) CAP VFR Pilot at least 21 years of age (or have a valid FAA CFI certificate).
- (3) For powered airplanes have 200 hours PIC time.
- (4) For gliders have 100 flights as PIC or be a qualified CFIG.
- (5) For AFROTC/AFJROTC Orientation Pilots have 300 hours PIC time and completed the exam for "Orientation Pilot – Powered for ROTC".
- (6) For Cadet Orientation Pilots completed the exam for "Orientation Pilot – Powered" if a power pilot and "Orientation Pilot – Glider" if a glider pilot.
- (7) Satisfactorily complete a Cadet Orientation Flight endorsement on a CAPF 5 within the preceding 12 calendar months and be designated in writing as an AFROTC/AFJROTC or Cadet Orientation pilot by the Executive Director, region or wing commander, or their designee. Appointment as a cadet orientation pilot-airplane, -Glider or -AFROTC in eServices suffices as an appointment in writing.

Important - You must download or obtain a print copy of CAPP 52-7, April 2009, titled the CADET ORIENTATION FLIGHT SYLLABUS Tools for Pilots, Cadets & Cadet Programs Officers. You must read and understand CAPP 52-7. This is the source of questions you must answer for cadet orientation privileges. This pamphlet tells you everything about the ride itself. You cannot be an orientation pilot without reading this pamphlet. Failure to know and follow 52-7 reduces the quality of the orientation ride.

Also pilots should be familiar with the cadet *Aerospace Dimensions* modules, available in the "cadet library" or from Vanguard on the CAP website. You may download the Aerospace Dimensions modules from <https://www.capnhq.gov/CAP.AEDDownloads.Web/AEDDownloads.aspx>. The flight syllabi work hand-in-hand with the modules. By being familiar with the subject matter the cadets are studying, pilots can make the orientation flights that much more educational.

Each wing is allotted funds for cadet orientation flights. Wings must manage the financial aspects of the program in accordance with CAPR 173-3, *Payment for Civil Air Patrol Support*. That same regulation also specifies the reimbursement rates for aircraft used to support cadet flying.

To fly cadets, you as the pilot must:

- Wear a correct uniform (does not need to be a flight suit)
- Complete Cadet Protection Policy Training
- Pass a Form 5 check ride and be granted privileges as a cadet orientation pilot.
- Be approved by AL Wing and on orders as a cadet orientation pilot.
- Bring headsets for the cadets. They do not have their own headsets. Do not depend on finding headsets in the aircraft just before takeoff. Make sure the headsets work and fit a child's head before the flight.

- Reserve the aircraft in WMIRS. Each takeoff/landing is a sortie and is scheduled in WMIRS separately. Mission symbol will be A15 and the Mission number will generally be for the *Monthly A Mission* type mission. Be sure to enter the cadets and their CAP ID as well as the syllabus number.

To fly AFROTC cadets you also must be familiar with [FY11 CAP-AFROTC-AFJROTC MOA Version 2](#). Download it and read the memorandum of understanding. You must know it for AFROTC Orientation Pilot privileges.

### **Summary of Requirements for Cadets to be eligible for flights**

- Cadets must be current CAP members under the age of 18.
- Cadets should be attending meetings regularly.
- Cadets must wear a proper uniform (BDU's or Blues, BDU's preferred). New cadets may fly without insignia.
- Cadets must conform to proper grooming standards.
- Cadets must have their CAP ID card physically present on their person at the time of flight.
- Cadets must not have exceeded their allocated number of flights.

Suggested cadet flight priority list:

- Cadets who are nearly 18.
- Cadets who are new who have never flown before.
- Cadets who have not flown in the longest period of time.

Note: Cadets who are 18 and over may not participate in the orientation flight program. That means neither front nor rear seat as an observer.

Pilots, if it is the cadet's first flight in either glider or powered airplane, please remember to sign the first flight certificate ([capmembers.com/cadet\\_programs/activities/cadet\\_flying/certificate](http://capmembers.com/cadet_programs/activities/cadet_flying/certificate)) and forward it to their Unit Commander for their signature for presentation to the cadet.

### **How to Schedule**

- The squadron level orientation flight coordinator contacts one of the orientation pilots (anywhere in the ALWG, but preferably local to the unit), or a pilot may become available and take the initiative to contact an orientation flight coordinator to begin scheduling cadets. Both coordinator and pilot should verify:
  - Wing funding is available for cadet orientation flights.
  - The pilot's ratings are current for the type of aircraft and the pilot is a designated cadet orientation pilot.
  - An aircraft can be committed to the selected location for operations.
  - A date and time to begin operations is agreed upon.
- The pilot will keep eye on the weather and the flight readiness status of the airplane and inform the squadron level flight coordinator in advance of any changes in plan.

- The squadron level orientation flight coordinator will have a list of cadets ready to go. The pilot will call the cadets for confirmation, rescheduling, or cancellation. A reminder the night before, especially if given to the parent, is important.

Please heed the following:

- Do not forget to obtain a flight release before proceeding.
- Insure the flight is in WMIRS and entered correctly before you fly. Get help if unsure on how to enter O flights properly.
- Make sure there is an understanding with parents about when you plan to return.
- Stress safety when you talk to the parents, when you talk to the Cadets and when you fly the airplane. With every decision, make safety the first consideration.
- Perform a weight and balance check for all permutations of cadet seating.
- Remember the syllabus #8 flight (stalls) is for one cadet only in the front seat. No rear seat passengers are permitted.
- Never take a cadet for an orientation flight without an airsickness bag. Small plastic kitchen garbage bags do a great job. Have it in a convenient location for each seat and inform the cadet as to its use. Have them take it out at the first sign of nausea. Explain that everyone is susceptible and it should not be a source of embarrassment. Cut the flight short if nausea increases.

**Remind the Cadets of the following the week before the flight:**

- Cadets should know the syllabus they are to study and have reviewed it and associated aerospace educational material before the flight occurs.
- Cadets have the responsibility for informing the squadron level coordinator *well before the flight* if they are unable to participate. This will permit the inclusion of a substitute cadet if necessary.
- Cadets will either wear a headset or have ear protection. There should be no exposed ears on powered flights.
- Never wear combat boots when flying GLIDERS. Talk to the pilot before the flight and bring the appropriate approved light attire. Gliders get very hot.
- Cadets are not aircrew. Cadets must recognize however they have a shared duty to assist the pilot avoid obstacles on the ground and sight air traffic in the air.
- Each cadet will have some level of apprehension as they contemplate the flight. Do your best to discuss the positive aspects of the flight and address their fears. Do not tell them to wear the seatbelt “in case of a crash” but to keep you secure in the aircraft in order to make the ride more enjoyable.

Also review the following from [CAPR 52-16 Cadet Program Management](#) .Effective 1 FEB 2011.

**8-5. Cadet Orientation Flights.** The Cadet Orientation Flight Program’s primary goal is to introduce youth to general aviation through hands-on orientation flights in single engine aircraft and gliders.

**a. Eligibility.** Cadets may fly as much as possible, but normally only five powered flights and five glider flights will be reimbursed. Wing commanders may authorize reimbursements for additional flights. More than one cadet may fly per sortie, depending upon the aircraft's capability. Cadets are authorized an unlimited number of backseat flights; they do not lose any of their syllabus flights by observing another cadet's flight from the backseat. The program is limited to current CAP cadets under 18 years of age. However, cadets aged 18 and older may participate in military orientation flights.

**b. Use of Syllabus.** A successful orientation flight will fulfill at least 80% of the objectives found in CAPP 52-7, *Cadet Orientation Flight Syllabus*. Pilots must adhere to the syllabus, and meet the safety guidelines and other requirements found in CAPR 60-1, *CAP Flight Management*. Orientation flights will not be credited toward any pilot ratings (solo, private pilot, etc.).

**c. Reporting & Reimbursement Process.**

(1) The pilot, or the person designated by the wing commander, must record the flight in eServices within 10 days of the flight date. Wings have 30 days to validate the data. See CAPP 52-7 or [capmembers.com/cadetflying](http://capmembers.com/cadetflying) for more details.

(2) Orientation flights are reimbursed according to the rates published in CAPR 173-3, *Payment for Civil Air Patrol Support*. Cadets will not pay any amount to receive an orientation flight. Flights may be classified as either corporate / private or military, although only corporate / private flights are reimbursable.

**d. Orientation Flights in Military Aircraft.** Cadets are authorized to participate in orientation flights in military aircraft. See CAPR 76-1, *Travel of CAP Members via Military Aircraft and Use of Military Facilities and Vehicles*.

The following is copied from CAPR 60-1 5 Jan 09, Change 2, 13 May 2010:

**d. Cadet and AFROTC/AFJROTC Orientation Pilots.**

(1) Current CAP senior member.

(2) CAP VFR Pilot at least 21 years of age (or have a valid FAA CFI certificate).

(3) For powered airplanes have 200 hours PIC time.

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(6) For Cadet Orientation Pilots completed the exam for "Orientation Pilot – Powered" if a power pilot and "Orientation Pilot – Glider" if a glider pilot.

(7) Satisfactorily complete a Cadet Orientation Flight endorsement on a CAPF 5 within the preceding 12 calendar months and be designated in writing as an AFROTC/AFJROTC or Cadet Orientation pilot by the Executive Director, region or wing commander, or their designee.

**Post-flight:**

- After the flight, all property is to be accounted for and the airplane/glider is to be left clean and properly secured. The cadets will assist the pilot and/or ground crew if they have completed the ground handling video.
- Remember to inform the flight release officer that you have returned. Otherwise, you give us reason to begin the process of looking for you and those cadets under your charge.
- Pilots, if it is the cadet's first flight in either glider or powered airplane, please remember to sign the First Flight Certificate (the last page of CAPP 52-7) and forward it to their Unit Commander for their signature before presenting it to the cadet.

- The Pilot or Coordinator will not leave the airport until all cadets have been picked up by family members or have departed in their own vehicles.
- Enter your flight data in WMIRS to close out the flight.
- Send in your fuel receipt and form 108 to Bob Dorning for reimbursement.
- The Cadet Orientation Flight (COF) is designed to introduce our youth, under 18 years old, to general aviation through hands-on orientation flights in single engine aircraft and gliders. This means the orientation flight is not meant to be a source of flight time for you but is a chance for a cadet to get some stick time once out of the traffic pattern. Make it fun. Remember the Cadet is both thrilled and anxious about going up in a “small airplane”. You do not need to make abrupt turns and altitude changes to impress them with your mastery of the aircraft. Make smooth and coordinated flight a priority. Make sure you follow the syllabus and insure that they leave the aircraft with a smile and knowing more about aviation than before the flight. They are there both to learn and have fun. Do a good job on selling aviation. You may have a future Chuck Yeager on your hands!