



CIVIL AIR PATROL
United States Air Force Auxiliary
Oklahoma Wing
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OKWG OPERATING INSTRUCTION
Cadet Orientation Flight Policies
14, December 1999

OKLAHOMA WING CADET ORIENTATION FLIGHT POLICIES

This operating instruction governs the procedures and requirements for conducting Cadet Orientation flights within the Oklahoma Wing.

1. All orientation rides will be conducted on a Oklahoma Wing Cadet orientation ride mission Number. To conduct orientation flights the project officer (PO), or designated person of Responsibility (DPR), must:
 - A. Contact the Wing Cadet Orientation ride coordinator one week prior to the planned Day of operations to gain a Wing Mission Number. The Coordinator will need the following information when issuing a mission number: Date or dates of planned Orientation rides, number of anticipated rides to be accomplished, location of planned rides and responsible party of who will be organizing the event and accomplishing the Required paperwork.
 - B. The squadron Commander or his/her designated person of responsibility will call the Current Operations Officer (Capt. John Warner) when the Squadron is ready to Hold the orientation flights. If the current Operations Officer is unavailable, Contact The Wing Director of Operations. The current Operations Officer will check with the Wing DO to assure that an aircraft will be available. The DO in turn will notify the Wing Commander and the Liaison Officer. The aircraft scheduler is going to need to know the location, Mission number, which aircraft tail numbers are involved, projected flying time.
 - C. There is no member owned aircraft to be used for Cadet Orientation flights with out the Wing Commander approval in writing before the flight is to take place.
2. Since the orientation rides are on a mission number. All of the following paperwork will be accomplished and submitted to the proper authorities. The Squadron Commander or his/her designated person of responsibility will ensure that the proper mission staff will be used when available. The staff should consist of the following personnel.
 1. Mission Coordinator
 2. Air Operations Officer
 3. Safety Officer

When these positions are not available, the orientation pilot will ensure proper completion of forms, and submit the final packet of all completed forms and paperwork within five (5) days to the Wing Cadet Orientation ride coordinator.

A full and new set of the following forms will be completed for each day of flying, even if multiple days are authorized under one (1) mission number. The Wing Cadet Orientation rides Coordinator **MUST BE CONTACTED AT THE CLOSE OF EACH DAY EVEN IF MULTIPLE DAYS ARE AUTHORIZED.**

3. The following forms are to be used when conducting cadet orientation flights.

- A. CAPF 7- Cadet Listing for Special Activities. Complete the form listing each Cadet which orientation rides they complete, and the flying time for front and back seat. The original form will be submitted to Wing in the final packet.
- B. CAPF 77- Cadet Flight Orientation Program Syllabus. The appropriate section of the form will be used in connection with the flight currently being flown for both front and back rides. The Hobbs flying time will be written on this form and signed by the Cadet. The original form will be copied, placing the original in the Cadets personnel file and send all copies to Wing with the final packet.
- C. CAPF 103- Mission Authorization Personnel Register. All persons involved in the mission will sign in on the 103 and have their CAP membership card checked. Those members operating, as staff will have their 101 cards checked to ensure eligibility for that staff position. Note: All senior members who are participating in the mission should have completed cadet protection.
- D. CAPF-104 Mission Flight Plan / Briefing Form: All orientation pilots will complete a CAPF-104 prior to each flight with Cadets. All arrival, flight, and departure 104's will be completed in accordance with regulations. These forms will be submitted to Wing in the final packet.
- E. CAPF-107-Flight Operations Log: The flight operations log will be kept current and properly filled out to reflect the flying activities. In the remarks section of the CAPF-107, the Cadets name(s) and which flight(s) are being accomplished will be entered. This form will be submitted to Wing in the final packet.
- F. CAPF-122-Search and Rescue (SAR) Mission Report: At the close of each flying day the CAPF-122 will be completed with the actual events that happened through the day(s) events. Only the following blocks need to be filled out: (1) the top line, (2) Block "Alpha" using column one, (3) block "Bravo" using only column one, do not fill out section "9", (4) do not fill out blocks " Charlie, Delta, Echo, and Foxtrot", (5) In block "Golf" gives a plain text description of the events stating at least: Mission number, location, this is a Cadet orientation ride, and any other information deemed necessary. This form will be submitted to Wing in the final packet.
- G. CAPF-121-Aircraft / Vehicle Register: The mission Coordinator or the designated Person must complete this form before the Cadet Orientation Flights begin. All Aircraft and Vehicles should be entered on this form. This form will be submitted to Wing in the final packet.

3. Pilots will log the ride, as a Cadet orientation ride mission symbol in the aircraft form 99's Wing will pay for the flying time as logged. The pilot will pay for the fuel used with the aircraft fuel card. If a personal aircraft is approved for use by the Wing Commander. The pilot will pay for the fuel used with a form of personal payment. The pilot will then submit the original receipts and flying time on a CAPF 108 to Oklahoma Wing for reimbursement.

4. For additional aircraft that are being flown from another location to the orientation location will abide by the following for the purpose of reimbursement. The Oklahoma Wing will pay for Aircraft Time only. Fuel used for the pre and post positioning of aircraft will be paid for by the member. However the total amount of ferrying time will not exceed that of twenty-five percent (25%) of the hours used by that plane in actual orientation ride flying. This is a round trip total. Any time over the allotted twenty-five percent will be logged as B-12 time and paid for accordingly by the pilot. In certain instances the Oklahoma Wing Commander has the authority to amend any portion of the reimbursement clause. If this happens, it must be noted in the aircraft 99 forms, in block "Golf" of the CAPF 122 and in the remarks section of the CAPF-107

5. The Wing Finance Officer will receive a copy of the CAPF 7 so that She may cross check received payments from National against the held CAPF-7. This will ensure that proper payment has been received for the flights flown. If any errors occur. Wing will not close out the mission number until all finances concur with the logged CAPF-7.
6. Squadron Commanders or the squadron's personnel officer will ensure that all flights are updated by National on the Cadet Monthly Membership Listing and will coordinate with the Wing Cadet Orientation Coordinator if any errors occur.
7. All pilots and member shall be familiar with and adhere to the relevant CAP policies in CAPR 60-1, CAPF-77, CAPR 52-16 and The Oklahoma Wing Policies, Supplements and Operating Instructions. The following additional restrictions will also be adhered to during Cadet Orientation ride operations.
 - A. Unless the orientation pilot is a current Certified Flight Instructor (CFI), The orientation pilot will fly from the left seat and not allow Cadets to fly during critical phases of flight. Critical phases of flight are identified as take off and landing to 500 feet AGL. A non-CFI may allow cadets to operate the controls other than non-critical phases of flight, but will have hands and feet on the controls.
 - B. A properly licensed and current CFI may fly from the right seat and upon pilot discretion may allow cadets full access to controls at any time, under the arrangements of flight instructions.
 - C. The engine will be shut down and come to a complete stop, when cadets are entering or exiting the aircraft, or performing a seat swap.
 - D. All orientation rides should be about 0.7 Hobbs hours in duration. (0.1 taxi, 0.5 flying and 0.1 taxi)
 - E. All cadets must have a completed CAPF60 in their possession and a completed and signed CAPF 09. The CAPF 09 must be signed by a parent or legal guardian and will be collected by the pilot prior to start. If the Cadet does not have form 09 that is signed **Said Cadet will not fly.** One form 09 will suffice for the whole days flying operations.
 - F. No other activities such as : banner towing, glider towing, photography (by the pilot for any reason, Passengers may take pictures with the pilots approval, but will not maneuver unnecessarily to obtain the picture), surveying, mission training, or low altitude sight seeing shall not be performed.
 - G. Negative "G" demonstrations shall not be performed, and pilots should take every precaution to prevent students from placing the aircraft in a negative "G" position if allowing the cadet to fly.
 - H. Except for take off, traffic pattern, approach and landing, pilots will ensure operation of the aircraft at a minimum of 1,500 feet AGL.

Authorized upon release

Col. Virginia P. Keller

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