



HEADQUARTERS PENNSYLVANIA WING
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12 April 2018

To: SQUADRON CADET ORIENTATION FLIGHT COORDINATORS

From: Lt Col Kevin Berry, PAWG/CV

Subject: The role of the Squadron Cadet Orientation Flight Coordinator

I published the first version of this document in April 2014, when I was GP1/DO. Since then it's proven to be a valuable guide to getting our cadets in the air for Cadet Orientation Flights. This is not a step-by-step directions for O-flights. Rather, it's a collection of individual tasks that have proven effective over the years. View it as a menu from which you might choose the most best strategies and tasks for your particular needs. Add you own ideas and create a guidance document or step-by-step directions for making O-flights happen!

Although it's not an official duty position, EVERY cadet and composite squadron ought to assign a Cadet Orientation Flight Coordinate whose objective is to get our cadets in the air on their O-flights. As your unit's Cadet Orientation Flight Coordinator you're are a critical link in the chain that leads to safe, successful Cadet Orientation Flights. You will manage your unit's cadets' O-Flights working directly with the Group Operations Officer, or his designee, our Pilots, Cadets' parents and guardians and the cadets themselve to make certain Cadets fully participate in this exciting activity. Here is some guidance for your role as O-flight Coordinator:

General Tasks:

- Work with the Group Operations Officer or his designee for your cadets' O-Flights:
 - Establish a regular monthly O-flight Day (e.g. first Saturday of the month)
 - Establish other O-flight days to take advantage of cadet availability (e.g. during the week during the day for homeschooled cadets and during holiday and summer vacations, in the evenings when daylight extends late in the day – this is subject to pilot & aircraft availability, but a lot of pilots are available during the week!)
 - Make arrangement for special O-flight days to “make up” for cancellations on regular O-flight Days (Cancellations for weather, maintenance needs, pilot availability and mission priorities a simple reality; expect cancellations and don't give up! Schedule O-flight like they're always going to happen - or they won't.)
- Use the eServices->Member Report-> Cadet Orientation Report to determine individual Cadets' O-Flights needs (your SQ/CC or deputies can get this if you are unable to)
- Work with your Commander and establish priorities for using CAP O-Flight resources. Here are some suggestions to consider: give first priority to new cadets who've not flown before, then cadets who'll soon turn 18 and have not used their 5 allotted flights

(because they lose them to ineligibility at age 18), next, those who've waited the longest for a flight and those with lowest number of total number of flights, etc. and finally, all comers! Work to fill all available O-flight slots on every O-flight day!

- Col. Brandon, our past Wing Commander said, “O-flights are one of the Cadet Program's BIGGEST CARROTS; many cadets join to fly and LOVE to do so! While all cadets are allotted 5 each, it's ultimately the Unit Commander who sets the criteria for who flies. Consider establishing a ‘Cadet in Good Standing’ criteria based on meeting attendance (unless excused) timely progression in achievements, participation in unit activities, proper uniform wear, etc. Whatever you think will motivate Cadets to perform well in all areas of their Cadet experience.”
- Schedule your unit’s cadets to fly on a specific day, at a specific time. Make them commit! That is, they must check their availability with parents/guardians, personal schedules and meet all requirements (outlined in this document) when they say yes. Emphasize that CAP, PAWG, Group, Squadron and pilots are committing time and resources for their benefit. Their commitment to show for their O-flight “appointment” is a reflection of their commitment to our core values of integrity and respect.
- Notify the Group Operations Officer, or his designee that you have cadets ready to fly a couple weeks in advance of scheduled O-flight days for your unit. Provide a roster: cadet name, CAPID, weight, contact number, assigned flight time(s) (HINT: use the eServices Cadet Orientation Report to create an Excel or Word version, and modify it to reflect cadets flying on a given day; you’ll have to add weights and times scheduled. Make it your own!)
- The DO will work to assign pilots, schedule aircraft and notify the O-flight Coordinator once those arrangements are made.
- The O-flight Coordinator then works directly with the assigned pilot to determine a meeting place, time(s), total number of Cadets to fly on a given day, and rotations (usually two cadets per 2-3 hours will do depending on their syllabus number)
 - Please respect pilots' limitations for numbers of cadets they’ll fly in one day; they know their limitations and we must accept them for many reasons, safety being the foremost.
 - Pilots will need the flying weights of cadets (cadet dressed in uniform with gear like phones, cameras, etc.) for weight & balance calculations
 - Notify the pilots which O-flight Syllabus each cadet should fly (use the Cadet Orientation Report to make this determination - pilots don’t have access to this report for your unit)
 - Schedule cadets so they're not waiting for hours before their flight UNLESS there's something for them to do while waiting
 - For example: a typical O-flight day schedule is for two cadets for a 3 hour block, then have the next pair show up 3 hours after the first pair. This may vary depending on syllabus number and pilot, but that time frame is designed to allow for pre & post flight activities and a bit of respite between flights (NOTE: No back seat passengers are allowed on Powered Flight Syllabus #3: Advanced Flight Maneuvers - immanent stalls; see CAPP 52-7)
 - Cadets may fly more than once on an O-flight day! They may fly more than one syllabus # if a front seat is available and they’ve not completed all syllabi, and they may fly back seat as many times as they’d like - no limit on number of back seat flights! (NHQ encourages us to “fill” back seats on O-flights to provide as much flight time to cadets as possible.)

- A wise old O-Flight pilot once told me, "Never fly a cadet more than twice in one day; they'll puke on you!" He was right! Each time I've violated that rule airsickness has become a problem. If you stick to scheduling two cadets for a 3 hour +/- block, they can ride back seat on each other's flights and limit their flying to two flights that day. Again, Powered flight syllabus #3 prohibits back seat passengers.
- Make certain Cadets are ready for their flights:
 - **Safety current** – see eServices Safety Education reports or use the Safety Information and Reporting System (SIRS) to determine status
 - **Aircraft Ground Handling training on eServices** - This is annotated in the “AGH” column on the Cadet Orientation report! Cadets who are Aircraft Ground Handling “Current” have a “C” next to their CAPID. Cadets involved in orientation flights are encouraged to take the course. This is easy to accomplish on eServices, but it’s not something that can be done on the spot! Please make certain to guide Cadets to complete this training now as follows: The Aircraft Ground Handling training video is located on CAP eServices; after logging in, look in the left column, CAP Online Learning, click Aircraft Ground Handling. Completion of the course is recorded in the members’ training records.
 - CAPID card in their possession (print a temporary CAPID on eServices if needed)
 - Proper uniform: regulations require members to wear a CAP uniform while flying in CAP aircraft (ABU or BDU is probably the best choice for cadets)
 - Pre-flight familiarization with their expected syllabus (see CAPP 52-7): http://www.capmembers.com/media/cms/P052_007_9F576CAE3B358.pdf
 - Ask your unit's AEO to help with this task and encourage cadets to study it themselves
 - Consider using a computer flight simulator program to demo flight controls, instrument and the scheduled flight and tasking
 - Use other resources (e.g. computer weather services, weight & balance spreadsheets, ORM checklists, etc.)
 - Arrange for a Senior Member to meet & greet parents/guardians who bring cadets to the airport. While this is not required, it’s a great opportunity to strengthen relationships with parents and guardians. This doesn’t have to be the O-Flight Coordinator so long as it’s someone who will do the job well! If nobody’s available, the pilot can do this, just make certain the pilot knows they’ll be expected to handle it.
 - Present parents/guardians with the CAP O-flight fact sheet available here: http://stratfordeagles.com/sitebuildercontent/sitebuilderfiles/oflight_fact_sheet_or_parents_bcb31a5d62382.pdf (NHQ seems to have eliminated the O-Flight fact sheet in favor of web-based info here: <https://www.gocivilairpatrol.com/programs/cadets/parents/cadet-orientation-flights/>)
 - Answer their questions and address any concerns
 - Introduce them to the pilot
 - Encourage them to observe pre-flight activities, takeoff & landing and take lots of pictures
 - Make certain they’re briefed on airport rules governing those allowed on the ramp; show them the appropriate area(s) in which to wait for their cadets

- Under no circumstances should cadets be left waiting at an airport for their O-flights without supervision. They should be with their parents/guardians or qualified Senior member while the pilot & plane are off flying.
- After the Cadet O-Flight:
 - Debrief cadets & parents/guardians if present
 - Print & deliver first flight certificates for your cadets to the pilot for signature; he'll return them to you for your Commander's signature and presentation to the cadets
 - Publicize O-Flights in local papers, Squadron Facebook pages, word of mouth (cadets tell friends) they're a powerful recruiting incentive! Use pictures!
- O-Flight Coordinator will find lots of useful guidance here: <https://www.gocivilairpatrol.com/programs/cadets/parents/cadet-orientation-flights/>

Again, in spite of all our best efforts to plan, schedule and coordinate O-Flights, they're going to be cancelled; bad weather, pilot availability, mission tasking, aircraft maintenance needs, airport conditions and funding issues can all result in O-flight cancellations. Work together with the DO to reschedule when a unit's flights don't happen as planned.

Finally, as an O-Flight Pilot I'm often asked if there are any O-Flight opportunities for our non-pilot Senior members. The answer is YES! (Sort of.) While the only Senior member usually permitted in the plane on Cadet O-flights is the pilot (per CAPP 52-7), another senior may ride on an O-flight anytime the cadet requires special assistance. Also, our non-pilot Senior members have the opportunity to get in the air through Aircrew training. We **NEED** Mission Scanners, Mission Observers and Aerial Photographers! Funding for this training is available. Please pass that along to any Senior member who's interested in flying. Not only do you get to fly, you broaden your opportunities to serve! Have them work with your unit's ES Officer to get their prerequisites done and stand ready for aircrew training.