1 October 2014

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

FROM: AFROTC/CC
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Maxwell AFB AL 36112

Director, AFJROTC
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CAP-USAF/CC
105 S Hansell St
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National Commander, CAP
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SUBJECT: FY15 AFROTC/AFJROTC Flight Orientation Program

1. Attached is the FY15 Memorandum of Agreement (MOA) outlining administration and operations for the FY15 AFROTC/AFJROTC Flight Orientation Program. The undersigned agree to work with our program counterparts in AFROTC, AFJROTC, and CAP. The goal of this program is to introduce cadets to the aviation environment through flight in a Civil Air Patrol Aircraft. The end of year cut off for flight purposes is Sunday, September 15, 2015.

2. For questions pertaining to the FY15 program, please contact Mr. Scott Gilley, HQ AFROTC/DOT, (334) 953-6958, (ROTC reimbursements); 1Lt Tyson Kempton, HQ AFJROTC, (334) 953-5116, (JROTC CAP flight operations); Mr. John Desmarais, HQ CAP/DO, (334) 953-5000 x301, (CAP operations); Lt Col Joseph Gaddis, HQ CAP-USAF/DO, (334) 953-7467, (CAP-USAF operations); and Ms. Deborah Aguirre, AETC/CONS/LGCI, (210) 652-8604, (Grants Officer).

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JOSEPH R. VAZQUEZ
Major General, CAP
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Attachment:
FY15 Memorandum of Agreement

cc:

CAP/CV/CS
HQ AFROTC/DO/DOT/DOT
HQ AFJROTC/JR/JRO
HQ CAP/EX/MD/DO/DP/FM/GC
HQ CAP-USAF/CC/CV/XO/FA/FM/SE/XOV
All CAP-USAF Liaison Region Commanders
All AFROTC Region Commanders
All CAP-USAF Assistant Directors of Operations
All CAP Region Commanders
All CAP Wing Commanders
AFROTC/AFJROTC Flight Orientation Program - Memorandum of Agreement
(FY 2015 Program)

REFERENCES:
AFROTCI 36-2012
10 USC § 2110
10 USC §§ 9442, 9444
AFI 10-2701, Organization and Function of the Civil Air Patrol
AFI 11-401, Aviation Management
Air Force-CAP Cooperative Agreement, dated Oct 00/Statement of Work, 15 Aug 14
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 to cadets in order to motivate and stimulate the cadet’s interest in and knowledge of aviation and aerospace activities as part of its Air Force mission in accordance with 10 U.S.C. § 2110 and § 2031. 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 is in the best interest of the United States and an economical and efficient way to conduct this mission. The Secretary of the Air Force is authorized to use CAP for non-combat missions of the Air Force pursuant to 10 U.S.C. § 9442. Pursuant to AFI 10-2701, para. 2.2.2.6, CAP may provide orientation flights to AFROTC/AFJROTC cadets, and CAP-USAF/CC has authority 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 U.S.C. § 9442 to support the AFROTC/AFJROTC orientation flight program in FY15.

2. PURPOSE. This Memorandum of Agreement (MOA) provides the general administrative and operational guidelines for AFROTC and AFJROTC orientation flights assigned by the Air Force to CAP during FY15. Support will be provided to AFROTC/AFJROTC on a reimbursable basis pursuant to 10 U.S.C. § 9444 under the Air Force - CAP Cooperative Agreement, subject to funding availability. 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 mission is for CAP to conduct orientation flights for AFROTC and AFJROTC cadets who are approved to participate in the flight activity. The program is voluntary and primarily motivational and should stimulate the cadet’s interest in and knowledge of aviation and aerospace activities.

4. EXECUTION.

4.a. Concept of Operations. The primary objective of the AFROTC/AFJROTC Flight Orientation Program (FOP) is to provide exposure to flight operations. This is accomplished by exposing AFROTC/AFJROTC cadets to flight operations by CAP pilots serving in their role as the USAF Auxiliary. Orientation flights are conducted by the Air Force to reward and motivate individuals as well as provide a better understanding of aviation-related opportunities in the Air Force.

4.b. Points of Contact for the AFROTC/AFJROTC FOP:


4.b.2. Flight Program Administrator: HQ AFROTC/DOT and HQ AFJROTC/JRO.
4.b.3. AFROTC and AFJROTC Detachment/Unit Flight Program Manager: AFROTC detachment commander; the AFJROTC Senior Aerospace Science Instructor (SASI) at the unit.

4.b.4. AFROTC/AFJROTC Unit Flight Program Administrator: Officer appointed by detachment commander; the AFJROTC SASI at the unit.

4.b.5. CAP-USAF Flight Coordination for CAP Wing: CAP-USAF LR.

4.b.6. CAP Wing Program Manager: CAP Wing Commander.

4.b.7. USAF Wing Program Advisor: CAP-USAF LR Commander.

4.b.8. USAF Program Advisor: HQ CAP-USAF/DO.

4.b.9. USAF Flight Program Advisor: HQ CAP-USAF/DOV.


4.d. AFROTC/AFJROTC - CAP Wing Flight Coordination: The AFROTC detachment commanders, AFJROTC SASI, 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 FOP is open to all AFROTC and AFJROTC cadets. There will be a controlled number of positions in the FOP for each participating school. Cadets with a Federal Aviation Administration (FAA) Private, Commercial pilot, or Airline Transport Pilot (ATP) certificate are ineligible for the FOP (cadets bearing student certificates are eligible for the FOP). Administration of the AFROTC/AFJROTC FOP 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. Reimbursement rates for CAP orientation flights will be IAW CAP Regulation (CAPR) 173-3. 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 are not CAP units, but provide cadets for the AFROTC or AFJROTC Flight Orientation Program (FOP) supported by CAP. CAP AFROTC/AFJROTC cadet orientation pilots must satisfy CAPR 60-1 requirements to operate as a cadet orientation pilot in the FOP. AFROTC/AFJROTC cadet orientation flights are the only type of activity authorized for AFROTC/AFJROTC cadets by this MOA and no other CAP mission or activity shall be conducted in conjunction with these orientation flights.

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

1.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 unit. The reporting required by this MOA MUST be accomplished by an active duty person or SASI/Senior Instructor for their respective unit, and not a cadet.

2. Membership Administration. CAP membership is not required to participate in the AFROTC/AFJROTC FOP. If an AFROTC or AFJROTC cadet wishes to join the CAP, he/she should contact their nearest CAP unit for membership information.
Flight Orientation Program

1. Flight Orientation Program (FOP). The AFROTC detachment commander and the AFJROTC SASI at the unit will select cadets to participate in the FOP. Detachment commanders and SASIs will emphasize this program is intended for cadets interested in aviation. An AFROTC cadet with a pilot or navigator training slot does not automatically mean that individual will be selected for the FOP. HQ AFROTC and AFJROTC will determine the number of flying hours each detachment or unit will receive based on detachment or unit flying hour 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 communication.

2. Program Execution. NLT 15 Sep of each year, or two weeks following distribution of annual appropriation, whichever is later, each AFROTC/AFJROTC detachment will submit their flying hours request for the next school year.

   2.a. HQ AFROTC/DOT will make an initial flying hour allocation to their respective units based upon this initial request. Flying hours allocated for the year expire at the end of the year. They do not “roll over”. If a unit desires additional flying hours, they should contact HQ AFROTC/DOT to request additional hours. HQ AFROTC/DOT will allocate additional flying hours based on a detachment’s demonstrated execution of its current allocation and the availability of AFROTC funds. A detachment will not receive additional flying hours until the detachment has flown all previously issued flying hours. **Do not fly more flying hours than your unit has been allocated.** 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. Subject to availability of funds, flying may begin on 1 Oct 14 and will end on 15 Sep 15.

   2.b. AFJROTC - NLT 30 Nov 14, or two weeks following distribution of annual appropriation, whichever is later, AFJROTC units will request funds be added to their Web Mission Information Reporting System (WMIRS) account in CAP for FY15. HQ AFJROTC/JRO will allocate funds based on availability of funds. If a unit desires additional flying hours, they should contact AFJROTC/JRO to request additional hours. AFJROTC/JRO will allocate additional flying hours based on a unit’s demonstrated execution of its current allocation and the availability of AFJROTC funds. **Do not fly more flying hours than your unit has been allocated.** 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. Subject to availability of funds, flying may begin on 1 Oct 14 and will end on 15 Sep 15.

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:

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

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

   3.c. If any AFROTC cadets are injured during their participation in flight activities under this FOP, 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.


3.e. AFJROTC cadets are required to fill out an AFJROTC parental consent form (in lieu of the CAP Form 9) prior to participating in the Cadet Orientation Flight Program provided by their unit. Since participation in the Cadet Orientation Flight program is considered a school activity, the AFJROTC SASI 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.

3.f. For AFROTC/AFJROTC cadets who are minors, a parental consent will be required to be signed prior to each orientation flight (in lieu of CAP Form 9) and is the responsibility of the AFROTC detachment and AFJROTC unit.

4. Flights. The AFROTC and AFJROTC unit program administrator will schedule their respective cadets for flights.

4.a. All AFROTC cadets in the FOP are authorized to receive a maximum of four front seat flights and four or more rear seat (observer) flights during the cadet’s academic career. The time for each flight should average approximately one hour. The target amount of rear seat flying hours 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 flying hours only. The CAP pilot will determine the number of cadets that can be safely flown per sortie taking into account aircraft design, weight limits, performance limitations, and center of gravity restrictions. Flights will not be canceled if only one cadet is present. The front seat flying hours 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. 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/DOT for reallocation. The unit program administrator will notify the CAP Wing of drops as soon as possible and the name(s) of any other cadet(s) added.

4.b. AFJROTC cadets are authorized to receive one orientation flight per year regardless of where the cadet sits -- front or rear seat. Cadets are not restricted from flying on additional AFJROTC orientation flights as long as there is no charge to AFJROTC for the rear seat flight time and an “open” rear seat is available. If a unit is unable to spend the allotted flight orientation funds allotted to them, the SASI will notify AFJROTC/JRO and make the funds available for reallocation.

4.c. Glider Orientation Flights. AFROTC Detachments, AFJROTC Units, and CAP Wing unit(s) may participate in a program to use gliders for the FOP. Not all CAP wings have a glider program. The Glider Program will be administered in the same fashion as the Flight Orientation Program. Flight reporting and reimbursement procedures will also follow the procedures already in place for the FOP. The reimbursement rate will include tow plane/winch operations as well as glider fees, if applicable. Tow aircraft and glider maintenance rates will be reimbursed as one cost per flight. Actual fuel and oil costs for the tow aircraft will be reimbursed in the same manner as the FOP. The mission symbol is A6. Cadets may only be flown in gliders which have been approved for AFAM.

4.d. Training. These are strictly orientation flights. No training will be conducted.
4.e. 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 appropriate civilian attire as determined by the SASI or PAS, as applicable).

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. Additionally, AFROTC and AFJROTC will reimburse CAP for actual expenses for fuel, oil, and lubricants (receipts required). To maximize orientation flying hours, CAP wings should fly in the least expensive category aircraft feasible. Except for gliders, two-seat aircraft do not fit the program profile and will not be used. The following restrictions apply:

5.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.

5.b. AFROTC/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 Unit Flight Program Coordinator and the Headquarters AFJROTC/JRO that it is required and reasonable. Every effort must be made to keep ferry time to a minimum. Ferry time will be paid in the event that no AFROTC/AFJROTC cadets show for their scheduled orientation flights. Ferry time is charged against AFROTC/AFJROTC detachment flying hour allocations.

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

5.d. This mission will be flown in support of AFROTC/AFJROTC as an AFAM and CAP will use the symbol “A6” for AFROTC/ “A8” for AFJROTC indicating the mission is an Air Force-assigned reimbursable mission (plus the WMIRS designated mission number).

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

6.a. AFROTC/AFJROTC units will provide cadets with a Flight Information Sheets (Attachment 4), one for each of their flights. 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 flying hours/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 flying hours.

6.b. 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:


6.b.2. Block 2: Mark “Other” and enter “AFROTC” or “AFJROTC” as appropriate.
6.b.3. Block 5, Column F: Under “Hours Flown,” report flight time based on the number of front seat AFROTC/AFJROTC cadet flying hours flown. “Ferry Fit” time to pre- and post-position the aircraft should be reported as a separate line item on the CAPF 108.

6.b.4. Block 5, Column K: Type “Ferry Fit” and report the ferry flight time expended to pre- and post-position the aircraft in support of the mission separately.

6.b.5. Block 5, Column L: Submit claims based on the number of front seat cadet flying hours 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.

6.b.6. 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 flying hours. The CAP Wing will submit a WMIRS e108 for reimbursement. The CAP Wing can submit the WMIRS e108 to CAP NHQ as soon as the flying hours(s) are flown and flight time/expenses have been verified by the CAP Wing just like is done for any other reimbursed mission.

6.c. 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.d. 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 CAP. In order to accomplish this, AFROTC and AFJROTC will both send a certified AF 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.

5 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
Orientation flights for the AFROTC/AFJROTC will be accomplished in accordance with the following guidance and the flight orientation syllabus in Attachment 2 of this annex: (Note: AFJROTC cadet's flying hours profile may include a combination of Flight No. 1 and Flight No. 2 as described in the Orientation Flight Syllabus as the one hour+- flying hours allows. AFJROTC cadets are limited to one orientation sortie per year.)

1. General. AFROTC/AFJROTC cadets participate in actual flights in a powered aircraft or glider 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. Federal Aviation Regulations requirements 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:

2.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/flying hours profile will be used on each flight. AFROTC/AFJROTC cadets must fly the profiles in the chronological order listed in the syllabus. The AFROTC/AFJROTC cadet in the observer position (rear seat) may fly on any mission profile as required for the cadet in the right seat. A rear seat AFJROTC flight counts for the one authorized AFJROTC orientation flight for an AFJROTC cadet. On AFJROTC flights the one hour sortie may be split between the front and back seat cadets if circumstances allow.

2.b. Except for take-off, landing, radar and traffic patterns, low level flying (below 1,000 ft Above Ground Level (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.

2.c. AFROTC/AFJROTC orientation flights may fly four people (three cadets) on one sortie, providing an individual weight and balance is performed for each flight. To the maximum extent possible, each individual should be on aircraft interphone with headphones to facilitate communications.

2.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 flying hours. 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 flying hours cancellation.

2.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 powered aircraft (two-seat gliders are approved). Only CAP corporate aircraft or aircraft owned by the CAP AFROTC/AFJROTC cadet orientation pilot flying the flying hours are permitted to be used for the FOP. When corporate aircraft are not suitable, not available for the mission, or are less economical, member owned aircraft may be used. Member owned aircraft may be used only when authorized in
advance by the CAP region or CAP wing commander and approved by CAP-USAF in accordance with CAP Regulation 60-1.

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. The engine must be shut down anytime a cadet enters or exits an aircraft.

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). CAP wing commanders must ensure that all pilots supporting the AFROTC/AFJROTC FOP 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, (with the exception of the soaring program) approach to stall maneuvers, stalls, spins, all aerobatic maneuvers, unusual attitudes, and simulated 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.

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

1.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.

1.b. Before Takeoff:

1.b.1. Using the checklist, show cadets how routine cockpit checks are made prior to takeoff.
1.b.2. Point out procedures in starting the engine and the safety precautions to be observed.
1.b.3. Describe the use of controls while taxiing and point out safety precautions to be observed.
1.b.4. Explain selection of runway and engine run-up.

1.c. In Flight:

1.c.1. Point out familiar position and attitude of the aircraft in normal flight with various throttle and control positions.
1.c.2. Point out familiar landmarks, prominent ground features, and position of airport with respect to surrounding community.
1.c.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.

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

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

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

2.b. In Flight: The pilot will perform the following flight maneuvers at a minimum altitude of 2,500 feet AGL:

2.b.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.b.2. Point out how aircraft will maintain turn, with controls neutral.
2.b.3. Demonstrate effects of drift and methods of corrections.
2.b.4. Demonstrate coordinated and uncoordinated shallow turns.
2.b.5. Demonstrate straight and level flight, flying with visual reference to checkpoint and horizon.
2.c. Post Flight: Answer questions pertaining to the flight and stress safety.

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

3.a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss previous flights as appropriate.

3.b. In Flight:

3.b.1. Explain use and relationship between altimeter and the vertical velocity indicator.

3.b.2. Demonstrate effect of shallow (not to exceed 5 degrees of pitch) dives and climbs on RPM (fixed pitch prop).

3.b.3. Point out how altitude and airspeed are related.

3.b.4. Demonstrate effect of turns on compass.

3.b.5. Demonstrate uses of other instruments installed on aircraft.

3.c. Post Flight: Answer questions pertaining to flights and stress safety.

4. Flight No. 4 -- Navigation:

4.a. Preflight: Brief IAW the checklist at Attachment 3 to Annex B. Discuss previous flights as appropriate.

4.a.1. Explain use of basic navigation instruments (e.g.: altimeter, airspeed indicator, compass).

4.a.2. Explain use of pilotage and dead reckoning.

4.a.3. Assist the cadet in planning a 30-minute flight using pilotage or dead reckoning.

4.a.4. Demonstrate preflight weather briefing and its importance.

4.a.5. Assist the cadet in making and filing a flight plan.

4.a.6. Chart course, using pilotage or dead reckoning navigational procedures; plan estimated time of arrival (ETA).

4.b. In Flight:

4.b.1. Assist cadet in navigating.

4.b.2. Show cadet desirable checkpoints along routes.

4.c. Post Flight: Answer questions pertaining to flight and stress safety.
AFROTC/AFJROTC FLIGHT ORIENTATION BRIEFING GUIDE

GROUND OPERATIONS

- Mission. (Objectives, flight overview, and call sign)
- Safety. (FOD considerations, ramp safety to include avoiding propellers of running engines, etc.)
- Seatbelt and communication hookups, portable electronic devices, switches and levers.
- Weather, airfield status, runway, and alternate airfield (if applicable).

FLIGHT OVERVIEW

- Preflight responsibilities.
- Takeoff and Departure. (No hands on until >1000 AGL)
- Enroute and specific maneuvering area.
- Clearing – visually and over the radios (possible conflict with other aircraft).
- Planned mission profile maneuvers.
- Recovery (routing, altitudes, and airspeeds), pattern, and landing.
- Physically and mentally ready to fly.

CREW COORDINATION

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

EMERGENCY PROCEDURES

- General responsibilities during emergencies.
- Emergency ground egress.
- Takeoff and landing emergencies to include aborts, bird strike, physiological, and fires.
- 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 flying hour. The pilot is certifying hours flown, type of flying hours, type of 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 sortie number of the front position or observer position flying hours flown (circle appropriate number).
d. Line 4 is the duration of the flight.
e. Line 5 is the ownership of the aircraft (CAP corporate or member-owned), aircraft type (C172, C182 NAV III, 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.
g. Line 7 is the pilot’s signature.
AFROTC/AFJROTC Flight Information Sheet

AFROTC/AFJROTC Flight Orientation Information

<table>
<thead>
<tr>
<th>Institution:</th>
<th>Det/Unit:</th>
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<tbody>
<tr>
<td>Cadet:</td>
<td>Date:</td>
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Front seat sortie#: 1 2 3 4

Observer seat sortie #: 1 2 3 4

Front Seat Hours Flown:

Back Seat Hours Flown:

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

CAP orientation pilot submits this form to CAP Wing
AFROTC/AFJROTC ORIENTATION FLIGHT LOG

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 flying hours 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 flying hours 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.

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<thead>
<tr>
<th>TO:</th>
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<tbody>
<tr>
<td>CAP Wing</td>
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<tr>
<td>FROM (AFROTC/AFJROTC Det/Unit and Institution):</td>
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<tr>
<td>DATE: Month Year</td>
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<table>
<thead>
<tr>
<th>NAME</th>
<th>Front Position Flying hours</th>
<th>Observer Position Flying hours</th>
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<tbody>
<tr>
<td>Aviator, Ace</td>
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<tr>
<th>NAME</th>
<th>Front Position Flying hours</th>
<th>Observer Position Flying hours</th>
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<td>Aileron, Alice</td>
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Date Reviewed: ⁷

I certify that orientation flights were provided by Civil Air Patrol as indicated above.

Signature of AFROTC/AFJROTC unit program administrator:

AFROTC/AFJROTC Orientation Flight Log (Sep 11)

1. Block 1 is the appropriate CAP Wing.

2. Block 2 is the appropriate AFROTC/AFJROTC detachment or unit (detachment and institution name).

3. Block 3 is the date of the reporting period (e.g. 1-31 January 15).

4. Block 4 is the name of the cadet who received the orientation flight.

5. Block 5 is the duration of the flight in hours/type aircraft (e.g.: 1.0/172M - M=member owned, C=corporate owned).

6. Block 6 is the date of the flight.

7. Block 7 is name of the pilot who flew the flying hours.

8. Block 8 is the date the form is reviewed.

9. Block 9 is the signature block and signature of the AFROTC/AFJROTC unit flight program administrator certifying the flights flown by the CAP Wing.
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I certify that orientation flights were provided by Civil Air Patrol as indicated above.

Date Reviewed:    Signature of AFROTC/AFJROTC unit flight program administrator:

AFROTC/AFJROTC ORIENTATION FLIGHT LOG (Sep 11)