MEMORANDUM FOR RECORD

Subject: Aircraft Ground Handling Training Requirement

1. CAP continues to have avoidable aircraft ground handling incidents. In order to provide the highest level of safety and to raise awareness of what is needed to minimize these incidents, CAP requires all members who perform duties in the vicinity of CAP aircraft or supervise air operations to view a 22 minute aircraft ground handling training video and take a short test, biennially (every two years). Only CAP personnel that have current Aircraft Ground Handling Training may be authorized to move or supervise moving aircraft when necessary. Completion of CAP’s Aircraft Ground Handling Training for one specialty meets the requirements for all other specialties.

2. Trainees are expected to complete this training as part of the advanced training requirements on specialty qualification training records for the specific Emergency Service specialties listed in paragraph 3 below. This training is available on eServices under the CAP Utilities application and completions are automatically recorded in Operations Qualifications.

3. Aircraft ground handling training is required for the following specialties:
   - All CAP Pilots
   - All Unit Commanders
   - Air Ops Branch Director (AOBD)
   - Operations Section Chief (OSC)
   - Mission Safety Officer (MSO)
   - Incident Commander (IC)
   - Green Flag Sensor Operator (GFSO)
   - Mission Scanner (MS)
   - Mission Observer (MO)
   - ARCHER Operator (ARCHOPR)
   - ARCHER Trac Technician (ARCHTRK)
   - Flight Line Marshaller (FLM)
   - Flight Line Supervisor (FLS)

4. This is a continuation of the CAP National Commander directed policy implemented on 30 Mar 2009.

5. Special thanks for the creation of this video go to Lt Col Leslie Vazquez, the DEA Training Academy and all the other CAP volunteer members who participated in this project.

Joe Piccotti
Chief, Aircraft Operations