



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

20 Mar 2008

MEMORANDUM FOR REGION AND WING COMMANDERS

SUBJECT: Air Force Junior Reserve Officer Training Corps (AFJROTC) Orientation Flight Program

1. CAP has received final approval for the AFJROTC Flight Program so we are now ready to begin flying orientation sorties. Please make sure your people are aware of the following very important points of emphasis about the AFJROTC program:

a. AFJROTC units will contact CAP wings if they want to participate. They have a list of CAP contacts (see attached HQ AFJROTC letter) for this purpose.

b. AFJROTC cadets are authorized to receive only one orientation flight regardless of where the cadet sits -- front or rear seat. The sortie profile may include a combination of Flight No. 1 and Flight No. 2 as described in the Orientation Flight Syllabus (excerpt from FY08 Memorandum of Agreement is attached. The complete MOA can be downloaded at <http://level2.cap.gov/documents/AFROTC.pdf>) All flights should be one hour or less. The mission symbol for AFJROTC orientation flights is A8.

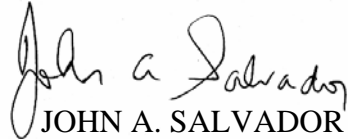
c. Prior to flying with CAP, AFJROTC units will make sure the cadet's parents fill out a release form. AFJROTC units will keep these forms on file.

d. AFJROTC has specifically stated that they will not allow reimbursement for ferry flights this year in order to maximize the use of funds allocated on orientation flights. Note this is different from what the Memorandum of Agreement states and CAP must comply with this modification. This means CAP flying units who are located close to an AFJROTC unit are the primary ones who will be able to participate in the program.

e. AFJROTC flights must be entered into WMIRS before the orientation flight is flown in order to make sure there are funds available. The flight should be entered just like any other flight that is approved under the Air Force monthly "A" mission number in WMIRS. If the AFJROTC unit is not listed in the sortie drop down menu, this means the AFJROTC unit has either not been approved to participate in the program yet or there is no more funding remaining for that unit. HQ AFJROTC is approving funding for only a few sorties per unit because they have so many units to accommodate. CAP units must enter flights in advance and go through the pre-flight budget check in WMIRS or they will not be reimbursed.

f. The budgets distributed to the AFJROTC units include minor maintenance funds. Even if your wing participates in the consolidated maintenance program, WMIRS will automatically account for the total cost of the flight when it runs its budget check.

2. This is an outstanding program that benefits both AFJROTC and CAP. Please direct any questions you have to the National Operations Center at (888) 211-1812 Ext. 300 or via email at opscenter@capnhq.gov. Thank you.



JOHN A. SALVADOR
Director of Missions

Attachments:

1. List of AFJROTC units authorized to participate as of 20 Mar 2008
2. AFJROTC Flight Syllabus Excerpt
3. HQ AFJROTC Letter, 14 Feb 2008 w/attach

cc:

HQ CAP/CC/CS/EX/EXA/ED/CP/FM/GC/DO/MX/PM/PA/NOC
Senior Advisor for Operations (Col Skiba)
Wing Administrators
HQ CAP-USAF/CC/CV/FM/XO/JA
HQ AFJROTC/JR
CAP-USAF LR/CCs
State Directors

AFJROTC Units Authorized to Participate as of 20 Mar 08

School Name	City	Unit Code	State	Total\$ Available
West Anchorage High School	Anchorage	AK-033	AK	\$225.00
Greene County Tech High School	Paragould	AR-961	AR	\$275.00
Prescott High School	Prescott	AZ-20063	AZ	\$225.00
Moreno Valley High School	Moreno Valley	CA-026	CA	\$225.00
Andrew Jackson Senior High School	Jacksonville	FL-938	FL	\$300.00
Eau Gallie High School	Melbourne	FL-031	FL	\$225.00
Moanalua High School	Honolulu	HI-921	HI	\$300.00
Lowell Senior High School	Lowell	IN-041	IN	\$425.00
Donaldsonville High School	Donaldsonville	LA-20023	LA	\$375.00
Alfred T. Bonnabel High School	Kenner	LA-081	LA	\$275.00
Taunton High School	Taunton	MA-20001	MA	\$275.00
Baltimore Polytechnic Institute	Baltimore	MD-933	MD	\$575.00
Swain High School	Bryson City	NC-200610	NC	\$300.00
North Forsyth High School	Winston-Salem	NC-052	NC	\$475.00
Pinkerton Academy	Derry	NH-20002	NH	\$575.00
Washington Township High School	Sewell	NJ-932	NJ	\$575.00
Miami Valley Career Technology Center	Clayton	OH-20053	OH	\$525.00
Lebanon High School	Lebanon	OH-771	OH	\$275.00
Plum Senior High School	Pittsburgh	PA-20063	PA	\$225.00
North High School	North	SC-20062	SC	\$225.00
Pendleton High School	Pendleton	SC-20063	SC	\$225.00
Douglas High School	Box Elder	SD-061	SD	\$300.00
Coffee County Central High School	Manchester	TN-792	TN	\$475.00
Oak Ridge High School	Conroe	TX-951	TX	\$575.00
C.E. King High School	Houston	TX-963	TX	\$575.00
Klein Forest High School	Houston	TX-953	TX	\$575.00

Klein Collins High School	Spring	TX-20014	TX	\$575.00
Willis High School	Willis	TX-200210	TX	\$575.00
Battlefield High School	Haymarket	VA-20061	VA	\$225.00
Franklin County High School	Rocky Mount	VA-20011	VA	\$450.00

AFJROTC units wanting to participate in the program need to contact Mr Paul Keeping at HQ AFJROTC. His phone number is 334-953-1178.

**AFJROTC Orientation Flight Syllabus
(Excerpt from FY08 MOA)**

Note: only one flight per year is authorized per AFJROTC cadet. The flight can be either profile below or a combination of the two.

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

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.

b. Before Takeoff:

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

c. In Flight:

(1) Point out familiar position and attitude of the aircraft in normal flight with various throttle and control positions.

(2) Point out familiar landmarks, prominent ground features, and position of airport with respect to surrounding community.

(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.

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

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

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

b. In Flight: The pilot will perform the following flight maneuvers at a minimum altitude of 2500 feet above ground level (AGL):

(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) Point out how aircraft will maintain turn, with controls neutral.

(3) Demonstrate effects of drift and methods of corrections.

(4) Demonstrate coordinated and uncoordinated shallow turns.

(5) Demonstrate straight and level flight, flying with visual reference to checkpoint and horizon.

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



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

14 February 2008

MEMORANDUM FOR ALL AFJROTC UNITS

FROM: HQ AFJROTC/JR
551 E Maxwell Blvd
Maxwell AFB AL 36112-6106

SUBJECT: CAP Flight Orientation Program

1. Headquarters Air Force recently granted Civil Air Patrol (CAP) approval to provide AFJROTC cadets orientation flights. This message provides information on the CAP Flight Orientation Program (FOP) and how to request sorties from your nearest CAP unit. (Attachment 1 is the Memorandum of Agreement between CAP and HQ AFJROTC authorizing the orientation flights.)
2. The CAP FOP is an additional source for units to obtain cadet orientation flights. If the local CAP unit cannot provide sorties, units are encouraged to work with the Experimental Aircraft Association Young Eagles, base aero clubs, or Fixed-Base Operators to obtain flights. Attachment 2 is the list of CAP units located across the United States. Prior to flying with the CAP, units need to fill out the release form at Attachment 3 -- Cadet Orientation Flight Release, Indemnity, and Assumption of Risk waiver verifying parent/guardian permission for cadets to participate in the FOP.
3. Headquarters has set aside funds to support the CAP FOP through the remainder of this fiscal year. Units that would like to take advantage of this opportunity will need to contact Mr. Paul Keeping at e-mail Paul.Keeping@maxwell.af.mil to request funding authorization. Since we are working with a finite pot of money, units will receive a fair share allocation of the funds available. Units not able to participate in the CAP FOP will be able to participate in the Cadet Flight Orientation Program by submitting request for support through Cyber Campus during the annual Open Season.
4. Units with CAP squadrons within a reasonable driving distance capable of providing sorties can contact them to set up/schedule cadet orientation flights after receiving funding approval. Under no circumstances are AFJROTC units authorized to request CAP to ferry aircraft to their location to participate in the FOP. Be sure to review the AFJROTC Cadet Orientation Flight Syllabus with the pilot prior to the first flight to ensure a thorough understanding of our flight safety concerns and requirements.
5. After the Orientation Flight, CAP will send your unit an auto email verifying flight information and cost. Confirm that the information is accurate and the agreed to funding limit was adhered to. If the information is correct, send the e-mail to Mr. Keeping who will arrange to pay CAP. Units must coordinate closely with the CAP squadron to stay within authorized spending limits.

6. This fall, headquarters will provide information on a combined Cadet Flight Orientation Program that will include both CAP and alternative flight providers. The program will allow units to request orientation flight support from either CAP or other providers. The two programs will not compete for funds, however funds will still be fair shared between those units asking for support. Those units utilizing alternative flight providers will coordinate the use of the Government Travel Card (GTC) prior to the flight or request reimbursement after the flight. More information and guidance will be published before the start of the next academic year. In the mean time, I encourage every unit that can take advantage of the CAP FOP opportunity to do so. If you have questions concerning this year's CAP FOP, contact Mr. Keeping at (334) 953-1178.



RICHARD J. RAGALLER, Col, USAF
Director, Air Force JROTC

Attachments

1. Memorandum of Agreement Link: <http://level2.cap.gov/documents/AFROTC.pdf>
2. CAP Point of Contact List
3. Cadet Orientation Flight Release, Indemnity, and Assumption of Risk

CAP Point of Contact List

State	CAP POC	Email	Phone
Alabama	Col. Mike Oakman	mike.oakman@chsys.org	334-953-6465
Alaska	Col. Carl Brown	cjbrown@acsalaska.net	907-551-3147
Arizona	Col. John Eggen	jeggenloazw@cap.gov	623-856-9964
Arkansas	Col. Robert Britton	rbritto@sbcglobal.net	501-374-1729
California	Lt. Col. Jim Crum	jimcrum@earthlink.net	714-995-2594
Colorado	Col. Edward Phelka	ephelka@comcast.net	719-556-8280
Connecticut	Col. Lloyd Sturges	lrskeeter@optonline.net	none
Delaware	Col. Eugene Egry	eeery@comcast.net	302-322-5493
Florida	Lt. Col. Mickey Baity	mabaity@att.net	904-556-6136
Georgia	Marl McCracken	marlynn@bellsouth.net	229-347-8207
Hawaii	Col. Earl Greenia	egreenia@aol.com	808-836-3417
Idaho	Lt. Col. Henry Harper	henry.harper@inl.gov	208-221-6776
Illinois	Col. Maurice Givens	maury001@core.com	630-584-0177
Indiana	Col. Warren Reeves	mreeves@inwg.cap.gov	765-688-2141
Iowa	Col. Ronald Scheitzach	scheitzach@mchsi.com	563-580-8897
Kansas	Lt. Col. Edmund Hill	edmund_hill@sbcglobal.net	785-317-8422
Kentucky	Capt. Chris Nester	chrinsnester@earthlink.net	502-538-3743
Louisiana	Lt. Col. Steve Knapper	sknapper2@cox.net	none
Maine	Capt. Bob Baker	rbaker@mewg.cap.gov	207-671-9110
Maryland	Capt. Phil Sibal	psibal@hotmail.com	410-652-3333
Massachusetts	Lt. Col. Ralph Shaver	rotc.mawg@comcast.net	978-692-7142
Michigan	Col. Michael Saile	msaile@miwg.cap.gov	586-307-2270
Minnesota	Col. Stephen Miller	cc@mncap.org	651-291-0462
Mississippi	Capt. Eric Nelson	ewnelson@fedex.com	901-485-0135
Missouri	Lt. Col. Carolyn Rice	ricecs@hughes.net	314-952-7134
Montana	Maj. Robert Burns	robtruthburns@juno.com	406-670-9803
National Capital	Col. Jane Davies	cc@natcapwg.cap.gov	202-767-4405
Nebraska	Lt. Col. Barry Taylor	barrytaylor@cox.net	402-659-2309
Nevada	Maj. Glenn West	rmiller@comcast.net	775-358-3700
New Jersey	Col. Robert McCabe	bob.mccabe@comcast.net	609-754-2078
New Mexico	Col. Richard Himebrook	himebrookr@totacc.com	505-2685678
New York	Col. Kenneth Andreau	kennethja@aol.com	914-683-1004
New Hampshire	Col. Donald Davidson	nernh001@earthlink.net	603-271-3225
North Carolina	Col. Larry Ragland	lragsland@ncwg.cap.gov	336-570-6894
North Dakota	Maj. Bill Kay	ncrnd001do@earthlink.net	701-833-8103
Ohio	Lt. Col. Henry Wearsch	hwearsch@ieee.org	440-725-3214
Oklahoma	Capt. Gary Medina	glmedina@gmail.com	405-370-0768
Oregon	Col. Ted Kyle	orwgcc@cap.gov	541-688-9408
Pennsylvania	Col. Mark Lee	ltcleecap@prodigy.net	717-861-2335
Puerto Rico	Col. Herman Liboy	hliboy@powerplacepr.com	939-640-4200
Rhode Island	Col. Anthony Gagliardi	tgagli14@yahoo.com	401-737-8490
South Carolina	Col. Aurel Smith	emsmith@metromark.net	803-822-5470
South Dakota	Lt. Col. Gary Hewett	hnh@rushmore.com	605-484-2984
Tennessee	Col. George Melton	tncap201@bellsouth.net	865-342-4880
Texas	Col. Joe Smith	cc@txwgcap.org	254-867-9328
Utah	Maj. John Kirkland	jskirkland@webpipe.net	801-476-9086
Vermont	Maj. Marshall Eagan	eaganmh@comcast.net	802-244-5735
Virginia	Lt. Col. Jim Truxel	jimtruxel@comcast.net	540-687-0490
Washington	Col. David Maxwell	wawgcc@wawg.cap.gov	253-982-2213
West Virginia	Col. Rodney Moore	redwards@mer.cap.gov	304-343-8866
Wisconsin	Col. Donald Haffner	dhaffner@cap.gov	608-242-3067
Wyoming	Col. Stanley Skrabut	wyyg.cc@gmail.com	307-773-4405

**Cadet Orientation Flight
Release, Indemnity, and Assumption of Risk**

Air Force Reserve Officer Training Corps and the Civil Air Patrol will arrange for and provide a Cadet Orientation Flight activity. The purpose of the activity is to introduce the cadet to basic flight procedures to include straight and level flight, turns, constant rate turns, basic aerial navigation procedures, and traffic patterns. The academic (ground) phase of instruction will include basic flight planning procedures, aerodynamics, aircraft structures, and aviation safety procedures.

Name of Child: _____

Detachment / School _____

By signing below, I grant permission for my child to participate in the Activities described above. This release, Indemnity and Assumption of Risk Statement covers all events associated with the Activities. If I have any concerns about my child's ability to participate, I agree to discuss my concerns with my child's instructor or, if appropriate, with my child's physician before signing this form.

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to my child or damage to my property or my child's property while my child is participating in or observing the Activities, or traveling to or from the Activities. I agree, on my behalf and on behalf of my child, to indemnify Air Force Reserve Officer Training Corps, and the Civil Air Patrol and each of their employees, agents, affiliates, successors and assigns (collectively, the "Indemnified Parties") and not to sue the Indemnified Parties for any harm or damage associated with my child's participation, observation, or travel if the harm or damage is not due to the negligence or fault of any of the Indemnified Parties. I understand that my child's participation in these Activities is voluntary.

If my child requires emergency medical treatment, please contact:

Name of Emergency Contact Person: _____

Home Phone: _____ Work Phone: _____

If the Emergency Contact Person I have listed is not available, please contact:

Doctor: _____ Phone: _____

I consent to the provision of emergency medical treatment for my child to the extent that the treatment is necessary in the medical opinion of the doctor rendering the treatment.

Signature of Parent or Legal Guardian: _____ Date: _____