

DEPARTMENTS OF THE ARMY AND AIR FORCE  
STATE OF COLORADO  
DEPARTMENT OF MILITARY AFFAIRS  
6848 SOUTH REVERE PARKWAY  
CENTENNIAL, COLORADO 80112-6709

Plans, Operations and  
Military Support Office

July 23, 2003

MEMORANDUM FOR Professor of Military Science or Civil Air Patrol Squadron Commander

SUBJECT: Instructions Concerning Helicopter Orientation Flights for ROTC and CAP Cadets

1. All requests for orientation flights must be made in writing, submitted on your official organizational letterhead and received in the POMSO office NLT sixty (60) days prior to your target date. Once your written request is received by this office it will be logged in, reviewed by the POMSO staff and forwarded to the Army Aviation Support Facility upon approval
2. The attached enclosure(s) are reproducible forms for your use in preparation for the orientation flights **IF** the unit accepts and is able to support your request. One form is the parental consent/liability request, which is required for each "cadet" under 18 years of age to board the aircraft. The other is the Statement of Understanding between the Professor of Military Science or Civil Air Patrol Squadron Commander and the Colorado Army National Guard. **This Statement of Understanding is also used by the aircrew as a manifest for these flights. When placing cadets on the aircraft you must adhere to this manifest as to who is assigned for each group and lift. This Statement of Understanding must be properly completed and forwarded to the Army Aviation Support Facility POC not later than seven (14) days prior to the scheduled flights.** The AASF address is as follows: Army Aviation Support Facility, ATTN: Flight Operations, 800 S. Aspen St. (Bldg 1500), Buckley AFB, CO 80011-9403. Information will be forwarded by AASF for those flights supported by HAATS. This policy is to ensure that all regulatory requirements have been met prior to expending fuel and man-hours in the flight to your location. ***Cadets without parental consent, proper identification and/or not in proper uniform will not be allowed to board the aircraft.***
3. IAW Army Regulation 360-1 (The Army Public Affairs Program), Para 10-5, **ONLY** bonafide cadets may board the aircraft. Individuals "interested" in becoming cadets ***are not authorized*** to fly even with parental consent. The Professor of Military Science or Civil Air Patrol Squadron Commander by completion and signing the SOU certifies that all are bonafide members of his/her organization. AR 360-1 also mandates that all members will be in proper organizational uniform and present proper identification when requested.
4. Point of contact for this action is the undersigned at 303-677-8861 or Fax: 303-677-8899. If you need further assistance please contact SFC Carter at the above number.

**Dale A. Carter**  
DALE A. CARTER  
SFC, COARNG  
Military Support Operations