

LEVEL I ORIENTATION COURSE



STUDENT GUIDE WING SUPPLEMENT

CONTENTS

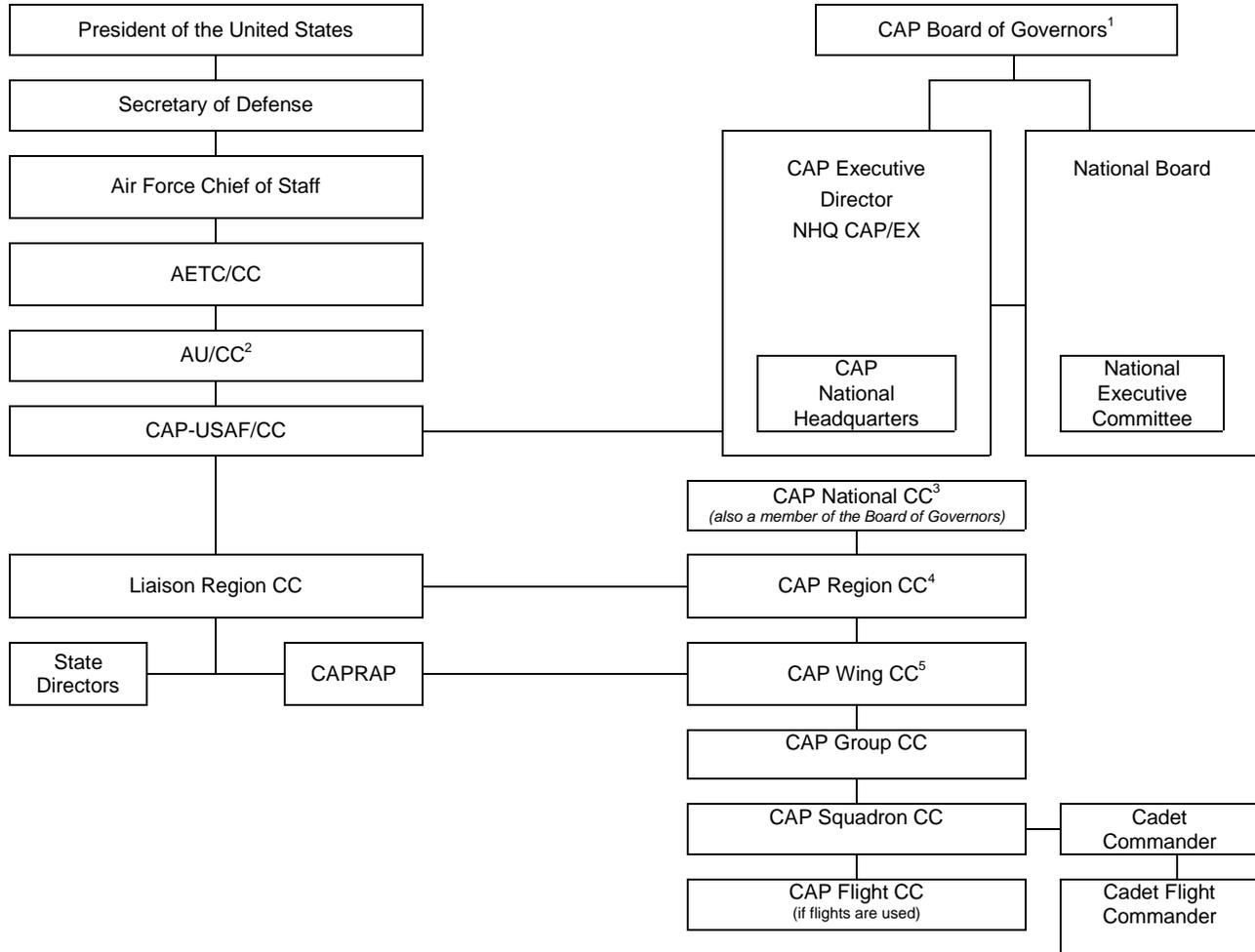
CONTENTS	1
MISSIONS AND ORGANIZATION.....	2
Chain of Command By Name	2
Chain of Command By Structure	2
Ohio Group Locations.....	3
How the Three CAP Missions Impact on Each Other	3
Aerospace Education.....	4
Cadet Program	5
Operations	6
Uniform Supplement.....	8
CAP Senior Program Level Specifications and Awards.....	9
Paperwork to Accompany Duty Performance Promotion Requests.....	10

MISSIONS AND ORGANIZATION

Chain of Command By Name

National	Maj Gen Dwight H. Wheless	http://www.capnhq.gov
Great Lakes Region	Col Willima W. Webb Building 1506 25701 South Street Selfridge ANGB MI 48045	http://glr.cap.gov/
Ohio Wing	Col Chuck L. Carr, Jr. 7370 Minuteman Way Rickenbacker IAP Columbus OH 43217-5875	800.364.4694 614.497.0116/8152 http://ohwg.cap.gov

Chain of Command By Structure



¹ The Board of Governors governs Civil Air Patrol and comprises of four members appointed by the Secretary of the Air Force, four members selected by CAP and three jointly appointed by the Secretary of the Air Force and the CAP National Committee.

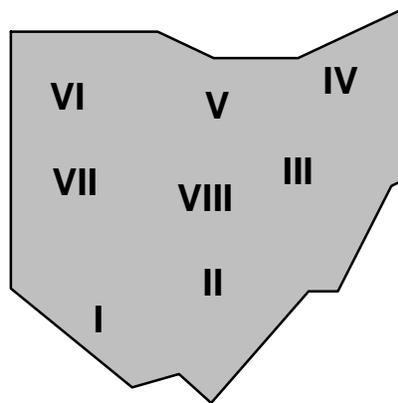
² the director of CAP/USAF, is under the command of AU/AETC and is responsible for oversight of CAP. The AF Homeland Security Directorate is not a Command, but develops policy for the use of CAP, and helps CAP obtain AF resources and support.

³ The CAP National Commander is also the chair of the National Executive Committee and the chair of the National Board.

⁴ Region Commanders are also members of the National Executive Committee and the National Board.

⁵ Wing Commanders are also members of the National Board.

Ohio Group Locations



How the Three CAP Missions Impact on Each Other

Relationship	AE	ES	CP
AE		AE Impact on ES <ul style="list-style-type: none"> • Aerial search and rescue • Satellite navigation and communication links • SARSAT to lead to lost aircraft • GPS assistance in ground search 	AE Impact on CP <ul style="list-style-type: none"> • Direct link in academic element of Cadet Program • Link through cadet orientation flights • Link in national special activities such as AETCFC, AFSCFC, NFE, NEG etc.
ES	ES Impact on AE <ul style="list-style-type: none"> • The very focus of most of our SAR is a link to AE • Most of the technology CAP uses in SAR has roots within the aerospace industry: aircraft, GPS, microcomputer technology in radios, video equipment, digital imaging, and satellite radio communications. 		ES Impact on CP <ul style="list-style-type: none"> • Provide trained, plentiful resources to assist in administration, communications, ground search • Through ground search cadets provide another dimension of search capability - pilot's loiter time is limited, if the target is found, pilots can't jump out of the plane to make sure. • Frees senior members to do more specialized and complicated tasks.
CP	CP Impact on AE <ul style="list-style-type: none"> • Mandatory element of the cadet achievement program • Cadet Flight Orientation Program 	CP Impact on ES <ul style="list-style-type: none"> • Provides cadets with vital skills and team training • Instills a sense of public responsibility and service 	

Aerospace Education

Orientation Flights with CAP Cadet Orientation Pilots

Orientation flights (O rides) are optional for progression in the Cadet Program. Cadets whose squadron has an agreement with Senior or Composite squadrons that have qualified Cadet Orientation Pilots may arrange for up to three orientation flights in accordance with their unit's policies and procedures. Each of the three flights has a training syllabus that both the cadet and the Cadet Orientation Pilot must adhere to.

Orientation Flights with the Military

1. List of participants by name, SSAN, CAP Rank
2. Contact person's name, phone and e-mail (unit commander must determine this person able to make final decisions about the flight)
3. Parental Consent Form for cadets under 18
4. Note 1: Flight is "hit and miss" for time, date, and may be called off at a moment's notice
5. Note 2: Parents may consider requesting a school excused absence because the flight is for education purposes.

Model Rocketry

Model Rocketry is optional in the Cadet Program. The cadet buys a specified model rocketry kit, assembles it with other CAP cadets, and applies what he or she is learning in modules 4 and 6 of the cadet's six module Aerospace Education series. The program must be supervised by at least two senior members during the launch. The project requires a large training room, boxes to put the kits in between assembly sessions, and a large field at least two miles from an airport. The field should be free of trees, telephone wires, and other obstructions. The model rocket is launched by remote control, climbs to a certain height, and comes down in a parachute to be retrieved after it lands.

Relationship of Cadet AE, O Rides, Model Rocketry & Senior AE

Internal Cadet AE Cadet Module & Name	CAP Cadet Orientation Pilot Syllabus 3 No. & Name OR Model Rocketry	AEPSM Chapter
1 Intro to Flight	6 Ground Handling, 7 Preflight Inspection, 8 Takeoff, Landing	7, 8 ⁶
2 Aircraft Sys & Airports	9 Use of Inst. in Flight	9, 10
3 Air Environment	10 Weather	18, 19
4 Rockets	Model Rocketry	21, 23
5 Space Environment	Visit Planetarium	24, 25
6 Spacecraft	Model Rocketry	26, 27

⁶ Phase III cadets must have completed Chapters 1 through 6, Part One: The Rich History of Air Power.

Cadet Program

PHASE	ACHIEVEMENT OR AWARD	PHYSICAL FITNESS	LEADERSHIP	AEROSPACE EDUCATION	MORAL LEADERSHIP	GRADE
MOTIVATION	Orientation	Complete Cadet Orientation Program in CAPP 52-9				Airman Basic C/AB
PHASE I LEARNING	1 Curry	25 th percentile CPFT	Chapter 1		Must participate in at least half of the moral leadership forums offered since the completion of last achievement.	Airman  C/AB
	2 Arnold		Chapter 2	Any Module		Airman 1 st Class  C/A1C
	3 Feik		Chapter 3	Any Module		Senior Airman  C/SrA
	WRIGHT BROS AWARD		Comp. Written & Performance Exam			Staff Sergeant  C/Sgt
PHASE II LEADERSHIP	4 Rickenbacker	35 th percentile CPFT	Chapter 4	Any Module	Must participate in at least half of the moral leadership forums offered since the completion of last achievement.	Technical Sergeant  C/TSgt
	5 Lindbergh		Chapter 5	Any Module		Master Sergeant  C/MSgt
	6 Doolittle		Chapter 6	Any Module		Senior Master Sergeant  C/SMSgt
	7 Goddard	50 th percentile CPFT	Chapter 7	Any Module		Chief Master Sergeant  C/CMSgt
	8 Armstrong		Writing/Speech Assignment	No Test		2 nd Lieutenant  C/2nd Lt
	I. MITCHELL AWARD		Comprehensive Leadership/Aerospace Education Examination & Encampment			1 st Lieutenant  C/1 st Lt
PHASE III COMMAND	9 Flight Commander	60 th percentile CPFT	Chapter 8	2 -chapter Block	Must participate in at least half of the moral leadership forums offered since the completion of last achievement.	Captain  C/Capt
	10 Administrative Officer		Chapter 9	2 -chapter Block		2 nd Lieutenant  C/2nd Lt
	11 Public Affairs Officer		Chapter 10	2 -chapter Block		1 st Lieutenant  C/1 st Lt
	II. EARHART AWARD		Comprehensive Leadership/Aerospace Education Examination			Captain  C/Capt
PHASE IV EXECUTIVE	12 Leadership Officer	70 th percentile CPFT	Chapter 11		Must participate in at least half of the moral leadership forums offered since the completion of last achievement.	
	13 Aerospace Education Officer		Chapter 12			
	14 Operations Officer		Chapter 13	2 -chapter Block		Major  C/Maj
	15 Logistics Officer		Chapter 14	2 -chapter Block		
	16 Cadet Commander		Chapter 15	2 -chapter Block		
	III. EAKER AWARD		COS (or RCLS or AFIADL-13) and Writing/Speech Assignment			Lieutenant Colonel  C/Lt Col
IV. SPAATZ AWARD		75 th percentile CPFT	Comprehensive Leadership Examination	Comprehensive Aerospace Examination	Essay Exam	Colonel  C/Col

Operations

How to Participate in CAP Emergency Services/Disaster Relief

- CPPT/Level I (Curry of Cadet)
- General ES Course (pass CAPT 116 test on line)
- Complete CAPF 100 request for General Emergency Services Qualification
- Get CAPF 101 with the back showing General Emergency Services Qualification
- YOU CAN NOW LEARN FROM QUALIFIED MEMBERS IN SAR/DR training
 - Mission Staff Assistant recommended if without a planned specialty
 - CAPF 101T for other specialties requires training from Task Lists
 - Can train for three concurrently
- Maintaining Proficiency—valid through 24th month of the day of proficiency.

How to Participate in CAP Flying

Basic Eligibility

- 1) CPPT/Level I at Unit, Group, or Wing
- 2) *General Emergency Services Course* AFIADL 02130D by correspondence (recommended)
- 3) CAPT 116 Test on National Web site.
- 4) Radio Operator Authorization (ROA) Course by Wing qualified instructor
- 5) Advanced Radio Operator Authorization (ROA) Course by Wing qualified instructor and CAPT 119 Test at Unit

Observer and Scanner

- 1) *Scanner Course* AFIADL 02130A and *Observer Course* AFIADL 02130B by correspondence (trainee qualified; fully qualified if #1 and #2 done)
- 2) Mission Aircrew Course (in late winter) (trainee qualified; fully qualified if #1 and #2 done)
- 3) 2 flights finding aircraft without radio ELT
- 4) 2 flights finding aircraft with radio ELT

CAP Pilot

- 1) Be an active CAP member at least 17 years of age (16 years of age for CAP glider pilots).
- 2) Possess a valid FAA private, commercial or airline transport pilot certificate.
- 3) Possess a class III or higher medical certificate (not required for gliders).
- 4) Possess a current flight review IAW FAR 61.56.
- 5) Complete annual CAPF 5 written exam and annual aircraft questionnaires for each aircraft authorized to fly.
- 6) Satisfactorily complete CAPF 5 flight check in aircraft (in an appropriate group) within preceding 12 months.

Mission (SAR/DR) Pilot

- 1) CAP pilot (with at least 175 pilot-in-command hours, 50 of which must be in cross-country flying)
- 2) Qualified mission scanner
- 3) in 25 SAREX and/or Missions

Counter-Drug/Counter-Narcotics Pilot

- 1) Mission Pilot
- 2) 2 years in CAP
- 3) Re-Finger Print
- 4) DEA & US Customs Certification

Cadet Orientation Pilot

- 1) Be an active CAP pilot at least 21 years of age (or 18 years of age with a valid FAA CFI certificate).
- 2) CAP powered pilots must have a minimum of 200 hours (300 hours for AFROTC orientation flights) total pilot-in-command (PIC) time in the category and class of airplane to be used.
- 3) CAP glider pilots must have one of the following:
 - a) A minimum of 50 hours PIC in gliders.
 - b) A minimum of 100 flights as PIC of a glider.
 - c) A minimum of 50 flights in the past 12 months as PIC of a glider.
 - d) Be a current CFIG.
- 4) Satisfactorily demonstrate thorough knowledge of cadet orientation flight program syllabus to a CAP check pilot and have the CAPF 5 flight check annotated as qualified to conduct cadet orientation flights.
- 5) Be designated in writing as a cadet orientation pilot in the applicable aircraft group(s) by the present Executive Director, region or wing commander or their designee.

Instructor Pilot

- 1) Be an active CAP pilot at least 18 years of age.
- 2) Possess a current FAA certified flight instructor certificate.
- 3) Be CAP current and qualified in the aircraft type.
- 4) Possess a class III or higher medical certificate (not required for gliders).
- 5) Be designated in writing by present Executive Director, region or wing commander or their designee.

Check Pilot

- 1) Be an active CAP pilot at least 18 years of age.
- 2) Possess a valid FAA airline transport pilot certificate or commercial certificate with an instrument rating (Instrument rating not required for glider check pilot).
- 3) Possess a current FAA CFI certificate for the appropriate category of aircraft.
- 4) Satisfactorily complete the *National Check Pilot Standardization Course (NCPSC)* prior to initial appointment and every 4 years thereafter. Satisfactory completion of the NCPSC constitutes recommendation by the wing standardization/evaluation officer or his/her designee, completion of the classroom instruction and a check ride with a CAP check pilot approved by the wing standardization/evaluation officer. Course length and check ride completion standards are stipulated by the current NCPSC.
- 5) Be current and qualified in at least the aircraft group used for any flight check.
- 6) Be designated in writing as check pilot by the present Executive Director, region or wing commander or their designee.

Mission (SAR/DR) Check Pilot

- 1) Be a highly experienced and qualified mission pilot with a thorough knowledge of current CAP operational and emergency services regulations.
- 2) Have a minimum of 25 mission sorties as PIC and satisfactorily complete a CAPF 91, *CAP Mission Pilot Checkout*, IAW paragraph 3-9a of CAPR 60-1. This check is valid for 24 months through the end of the month in which it was taken.
- 4) Be designated in writing by present Executive Director, region or wing commander or their designee.

Note

Fly at least four hours a month. If done in CAP aircraft, the rates are \$20 an hour plus fuel. Once mission-qualified, the IRS allows up to four hours a month to be tax deductible. Non-CAP personnel may not be carried in the aircraft. Check rides annual for all pilots and twice a year for mission-qualified pilots. At least one flight clinic and one SAREX a year.

Uniform Supplement

OHIO WING HEADQUARTERS, CIVIL AIR PATROL

United States Air Force Auxiliary

DSCC

ATTN: CAP

P.O. Box 3990

Columbus, Ohio 34218-3390

3 JANUARY 2005

MEMORANDUM FOR OHIO WING PERSONEL

FROM: LTC PAUL REHMAN JR./ CV-S

SUBJECT: Ohio Wing Authorized Uniform Additions

The following items are authorized for wear by Ohio Wing members as outlined in this policy letter.

1. Black long sleeve mock or standard turtle neck sweater/pullover is authorized for wear under the BDU, Blue Utility, and Flight Suit combinations from 1 November until 1 May.
2. The US Army brown four button sweater is authorized for wear under the BDU utility uniform from 1 November until 1 May.
3. Black undershirt (t-shirt) without pocket or insignia or logos, is authorized for wear with the Blue Utility (BDU style) uniform.
4. The blue baseball cap with the embroidered USAF Logo and United States Air Force Auxiliary is authorized for wear with all utility uniform combinations.

FOR THE COMMANDER

Paul E. Rehman Jr.
Vice Commander-Support

.

CAP Senior Program Level Specifications and Awards¹¹

LEVEL	COMMAND & STAFF ASSIGNMENT	TIME IN GRADE	PROFESSIONAL COURSES ¹²	SPECIALTY TRACK ¹³	LEADERSHIP	ACTIVITIES	GRADE ¹⁴	
LEVEL I ORIENTATION		6 MONTHS AS SENIOR MEMBER	ORIENTATION COURSE & CADET PROTECTION PROGRAM TRAINING (CPPT) ¹⁵	SELECT SPECIALTY TRACK		SENIOR MEMBER HANDBOOK MATERIALS	2 ND Lieutenant  gold	2 Lt
	MEMBERSHIP RIBBON							
LEVEL II TECHNICAL TRAINING		12 MONTHS AS 2 ND LT		TECHNICAL RATING (LEADERSHIP RIBBON)			1 ST Lieutenant  silver	1 Lt
		18 MONTHS AS 1 ST LT	SLS SQUADRON LEADERSHIP SCHOOL			SENIOR OFFICER COURSE (AFIADL-13) OR EQUIVILANT ¹⁶	Captain  silver	Capt
CERTIFICATE OF PROFICIENCY								
LEVEL III MANAGEMENT	TOTAL OF 1 YEAR	3 YEARS AS CAPT	CLC CORPORATE LEARNING COURSE	SENIOR RATING (BRONZE STAR ON LEADERSHIP RIBBON)	ATTEND TWO NATIONAL, REGION, OR WING CONFRENCES (ONE OF WHICH MAY BE NATIONAL CONGRESS OR A WING/REGION AEROSPACE EDUCATION CONFERENCE)		Major  gold	Maj
	GROVER LOENING AEROSPACE AWARD							
LEVEL IV COMMAND & STAFF	TOTAL OF 2 YEARS	4 YEARS AS MAJ	RSC REGION STAFF COLLEGE OR EQUIVILANT PROFESSIONAL MILITARY EDUCATION	MASTER RATING (SILVER STAR ON LEADERSHIP RIBBON)	STAFF MEMBER FOR SLS, CLC, OR NATIONAL, REGIONAL OR WING CONFERENCE	PUBLIC PRESENTATION TO NON-CAP GROUP OR AE PRESENTATION OR EARN YEAGER AWARD	Lt Colonel  silver	Lt Col
	PAUL E. GARBER AWARD							
LEVEL V EXECUTIVE	TOTAL OF 3 YEARS	COLONELS ARE SELECTED BY THE NATIONAL COMMANDER	NSC NATIONAL STAFF COLLEGE OR EQUIVILANT PROFESSIONAL MILITARY EDUCATION		STAFF MEMBER FOR RSC/NSC OR DIRECTOR OF SLS/CLC/UCC	CONDUCT LEVEL ONE LEVEL I ORIENTATION COURSE	Colonel  silver	Col
	GILL ROB WILSON AWARD							

¹¹ You may begin your Command and Staff, Specialty Track, Leadership and Activities at any senior program level, except for Professional Courses (in National Staff College you must be a major or above and completed RSC or its equivalent).

¹² These Professional Courses requiring attendance are offered at least once a year, and must be taken in sequence. You may take their equivalents (SOS, ACSC or AWC) through correspondence any time through AFIADL.

¹³ Specialty tracks vary in required completion times and testing requirements. Those requiring 6 months are 200 Personnel, 202 Finance, 204 Professional Development, 205 Administration, 206 Logistics, 210 Flight Operations, 211 Operations, 212 Standardization/Evaluation, 223 Historian, and 225 Moral Leadership. Those requiring other than 6 months are: 201 Public Affairs requires AFIADL 02010 and 12 months. 213 Emergency Services requires AFIADL 02130D and 12 months. 214 Communications requires FCC tests. 215 Aerospace Education Officer requires CAP 215 tests. 216 Cadet Programs requires 9 months. 217 Safety requires AFIADL Course 02170.

¹⁴ After Level I is completed, you may qualify for promotion to a different grade if you are or were a uniformed services member, former CAP cadet or senior member, licensed pilot, maintenance crewmember, communicator, ground instructor, chaplain, moral leadership officer, or a professional in the medical, education, or legal fields.

¹⁵ CPPT is required of all cadets 18 years old or older, CAP Cadet Sponsor members, prior CAP members re-joining after two years, and recommended for parents of cadets.

¹⁶ Courses equivalent to AFIADL 13 are any US Armed Forces NCO Academy (for E-5 and E-6) or Senior NCO Academy (for E-6 and E-7), ROTC, OCS, OTS, or Service Academy completion, Squadron Officer School, Air Command and Staff College, or Air War College.

Paperwork to Accompany Duty Performance Promotion Requests

Grade	Actions	CAPF 2 Attachments Needed if Not on STR	CAPF 2 Routing
2 Lt	<ul style="list-style-type: none"> • Verify PDR for 6 months as senior member • Assignment of Specialty Track • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • CAPF 11 for CPPT • CAPF 11 for Orientation Course • (No CAPF 2a¹³ for Membership Ribbon) 	<ul style="list-style-type: none"> • Unit Commander • CAP NHQ/ETP (National)
1 Lt	<ul style="list-style-type: none"> • Verify PDR for 12 months as 2Lt • Verify <i>Specialty Track and Study Guide</i> for <u>Technician</u> Level of appropriate specialty • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • (Annotate STR Spec Track Rating when Technician requirements met) • (No CAPF 2a for Leadership Ribbon) 	<ul style="list-style-type: none"> • Unit Commander • CAP NHQ/ETP (National)
Capt	<ul style="list-style-type: none"> • Verify PDR for 18 months as 1 Lt • CAPF 24 for <u>Certificate of Proficiency</u> to National (Yeager Certificate if Yeager Endorsement seal to be on COP) • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • CAPF 11 or SLS Certificate • AFIADL 13 Diploma • Certificate of Proficiency 	<ul style="list-style-type: none"> • Unit Commander • Group Commander • CAP NHQ/ETP (National)
Maj	<ul style="list-style-type: none"> • Verify PDR for 3 years as Capt • CAPF 2a Assignment of command or staff position 1 year ago • Verify <i>Specialty Track and Study Guide</i> for <u>Senior</u> Level of appropriate specialty • Two Conference Attendance Certificates CAPF 24 for <u>Loening Award</u> to Wing to NHQ • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • CAPF 11 or CLC Certificate • (Annotate STR Spec Track/Rating when Senior requirements met) • Loening Award Certificate • (No CAPF 2a for Leadership Ribbon Bronze Clasp) • (No CAPF 2A for Loening Award Ribbon) 	<ul style="list-style-type: none"> • Unit Commander • Group Commander • Wing Commander • CAP NHQ/ETP (National)
Lt Col	<ul style="list-style-type: none"> • Verify PDR for 4 years as Major • CAPF 2a Assignment of command or staff position 2 years ago • Verify <i>Specialty Track and Study Guide</i> for <u>Master</u> Level of appropriate specialty • CAPF 24 for <u>Garber Award</u> to Wing to NHQ • Annotate CAPF 45b and initialed 	<ul style="list-style-type: none"> • CAPF 11 or RSC Diploma OR • appropriate AFIADL equivalent professional military education Diploma • CAPF 11 or Appreciation Letter for SLS staff member or CLC staff member OR • Regional or Wing Conference Certificate of Attendance • Letter of Appreciation for public presentation to non-CAP group or AE presentation OR • Yeager Award Certificate • (Annotate STR Spec Trk/Rating when Master requirements met) • <u>Garber Award</u> Certificate • (No CAPF 2a for Leadership Ribbon Silver Clasp) • (No CAPF 2a for Garber Award Ribbon) 	<ul style="list-style-type: none"> • Unit Commander • Group Commander • Wing Commander • Region Commander • CAP NHQ/ETP (National)

¹³ CAPF 2a is for Activity and Service Ribbons. It is not for Decorations, Cadet Program Awards, Senior Program Awards, Aerospace Education Awards, Activity and Service Ribbons