

**11 Nov 2005**

MEMORANDUM FOR ALL SQUADRON COMMANDERS, O-PILOTS, AND CADETS

FROM: Capt Randall Biggs, Kentucky Wing Cadet Orientation Flights Officer

SUBJECT: Cadet Orientation Flights Program

This memorandum is for all those involved with the Kentucky Wing Cadet Orientation Rides Program, including Squadron Commanders, O-Pilots, and Cadets alike. One of my responsibilities in the Kentucky Wing is making sure all the Kentucky Wing Cadet Orientation Program is properly conducted and the paperwork is properly completed before it's sent through channels to National Headquarters. All rides, cadets, pilots, dates are tracked to make sure our wing is reimbursed properly for the flights. We began using the new CAPP-52-7(E) syllabus on 1 October 2001. It supersedes the CAPF-77 syllabus dated October 1997. The new syllabus is designed to be used in conjunction with the new Aerospace Education Program. The new 52-7 syllabus and **Cadet Orientation Flight Worksheet kywgf007.xls** can be down loaded from this KY Wing web site at [www.kywgcap.org/~oride](http://www.kywgcap.org/~oride)

**Squadron Commanders Responsibility, in part:**

Squadron Commanders are responsible for making sure every cadet has his/her own personal copy of the new 52-7(E) syllabus dated 1 October 2001. Squadron Commanders are also responsible for making sure the Cadet Orientation Pilots in their squadron are familiar with and following the new syllabus. Squadron Commanders (or a Cadet O-Ride Coordinator designated by the Squadron Commander) are responsible for filling out a current **kywgf007.xls** and forwarding it with the original fuel receipts to the **Cadet Orientation Flight Officer, Capt Randall F. Biggs, CAP, at 1691 Asher Ct Hebron, KY 41048-9690**. Only the original **kywgf007.xls** and the original fuel receipts need to be mail. We no longer need a KY Wing Form 94 filled out.

**Cadet Orientation Pilots Responsibility, in part:**

Cadet Orientation Pilots are responsible for being familiar with and understanding the full contents of the new 52-7(E) syllabus dated 1 October 2001. It is also the pilot's bility to carefully brief all cadets on the proper ways to operate around all aircraft. The pilot is the one who certifies completion of the cadets' syllabus rides by signing the cadets' Attachment 2 under the syllabus number which the cadet completed. The powered flights syllabus is designed to be taken in numerical sequence with the suggested flights and times in the following sequence: Powered Flight #06=.7 hours, #07=1.0 hours, #08=1.0 hours (**NO back seat rides on syllabus #8**), #09=.7 hours, #10=.7 hours. All flights can be safely accomplished in .7 to 1.0 flight hours. In addition, National Headquarters may limit the reimbursements if flights are over 1.2 hours in length. Back Seats rides are encouraged and are unlimited in number which the cadets may take prior to 18 years of age. All back seat rides are listed as #99 on the **kywgf007.xls**.

**Cadets Responsibility, in part:**

Cadets must be in a proper CAP uniform. Any CAP uniform is acceptable. Cadets must carry their current CAP ID or a copy is now acceptable. Cadets are responsible for keeping track of the flights they have completed under the new syllabus, keeping their personal copy of the 52-7(E) Syllabus, and keeping their syllabus up to date. Cadets must bring their 52-7(E) syllabus with them to the orientation flights to be signed by the orientation pilot after each flight is completed. Cadets are also responsible for delivering the signed syllabus sheets (or copies thereof) to their squadron commander for processing.

**Several points for everyone to remember:**

1. **BE SAFE!**
2. Flights for ALL cadets were reset to zero as of **1 APRIL 2004**.
3. Use a **current kywgf007.xls**.
4. Only five front seat rides are reimbursable now and paid on an hourly basis plus fuel and oil. A cadet may take as many back seat rides as they would like but the back seat rides are not reimbursable and a cadet must be riding in the front seat when a back seat ride is taken. Pilots are encouraged to let cadets take as many back seats rides as

the aircraft weight and balance will permit. Three cadets may be flown during a flight, one in the front seat and two in the back seat. Front and back seat rides are tracked by both wing and national and are counted toward of the year and merit squadron of the year awards. Rides are reimbursed from .7 to 1.0 hour, depending on the syllabus ride number. Generally, anything over 1.2 hours/ride will not be reimbursed.

5. Ferry time is being reimbursed if it's reasonable and **must be approved by the wing commander** if not listed in the pre-approved Wing Justification Matrix.
6. **Squadrons can fly cadets on self-funded orientation rides (and are encouraged to do so). IF the rides are self-funded, the squadron or pilots pay the costs. NHQ and Kentucky Wing still have to keep track of the self-funded rides. The syllabus number is "75" for self-funded rides. The cadets will still receive their normal 5 front seat rides when funding reappears. Cadets will not get charged for any "75" rides but we must keep track of them. The squadron and pilots also receive credit for the "75" rides given. The current 52-7 syllabus must still be followed for all self-funded cadet orientation flights.**
7. **New Flight Release Procedures:**  
**So the Kentucky Wing may have better control over cadet orientation flights we will now have one primary flight release officer and two backup FRO's who will have the authority to release C15 flights. The flight release officer will ask several additional questions concerning your flight such as ferry time, number of cadets to be flown and expected number of total hours to be flown. Remember that a C15 flight release can be good for the entire day as long as the same pilot is PIC in the same aircraft. Call the Primary C15 FRO first for ALL future cadet orientation flight releases.**

**Capt Randall Biggs - Primary 859.816.8315 Cell**

**Maj Bob Koob - 1st Backup 859.341.2120 Cell**

**Lt Chris Nester - 2nd Backup 502.551.7256**

8. The only two items you need to **mail in:**
  1. **kywgf007.xls**
  2. **Original Fuel Receipts :**
9. A new **kywgf007.xls** must be made out if there is a change of aircraft, pilot, or flight date. A single kywgf007.xls is good for only one pilot in one aircraft on a single date and must be accompanied with a fuel receipt.
10. Make copies of ALL documentation for your squadron, pilot, and cadet files before **MAILING IN** the originals.
11. **All documentation should be mailed in ASAP** after the orientation rides are completed. We need plenty of time to reconcile all the papers and correct any problems which may come up. If we fail to send properly completed documentation by National's deadline, our wing doesn't get reimbursed for the flights.
12. **At the Squadron Commanders Request**, you may receive a color "Certificate of First Flight" on heavy paper which will be personally imprinted for each cadet as they make their first flight under the new syllabus. I will mail the certificates, **if requested**, to the squadron commanders for their signature and the pilot's signature. These certificates are very nice and suitable for framing. Squadron commanders are encouraged to make a formal presentation of these certificates to each cadet during their squadron meeting.
13. **BE SAFE!**

FOR THE COMMANDER

Randall F. Biggs, Capt, CAP

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**E-MAIL**