



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

15 June 2009

MEMORANDUM FOR ALL NATIONAL CADET SPECIAL ACTIVITY DIRECTORS,
REGION AND WING ENCAMPMENT COMMANDERS, AND PARTICIPATING CADETS

SUBJECT: Interim Change Letter-Increased Safety Requirements for Cadet Activities

1. As you are well aware, we are committed to developing a strong safety program for our organization. Moreover, we are committed to embedding a safety "culture" in the accomplishment of all missions entrusted to us by Congress and the United States Air Force. Accordingly, I asked members of my National Staff, from a variety of functional areas, to recommend additional safety training and requirements for National Cadet Special Activities (NCSAs) and Wing and Region Encampments. I have elected to do so in the best interests of the health, safety, and general welfare of our youth and our adult volunteer leaders. I realize these requirements are comprehensive and short-notice, so please accept my sincere thanks in advance for your patience and cooperation. NCSA Directors and Wing and Region Encampment Commanders will appoint a Safety Officer to assist in accomplishing the requirements outlined below, to conduct daily safety briefings, and to maintain pertinent training records.

a. Completion of the Required Staff Training (RST) Program is currently a requirement for activity directors and staff. A portion of RST requires participants to complete the Basic Operational Risk Management (ORM) Course. I am adding the requirement for activity directors and staff to also complete the Intermediate ORM course if they have not already done so. Additionally, I am adding the requirement for students to complete the Basic ORM course before attending the activity. For activity directors, please note that part of the ORM course contains instructions on the requirement to complete an ORM Worksheet for activities. Please complete this worksheet at your planned activities. You can also use it to evaluate and document safety mishaps that occurred at your specific event last year, if that information is readily available.

b. The on-line ORM Course is located at: <http://www.capmembers.com/safety/orm.cfm>.
Students and staff can view the ORM worksheet at:
http://capmembers.com/media/cms/V1_Tab3_94277D5C1AA7E.pdf

c. In addition to the above, for all cadet activities involving flying, students and staff will view the "Ground Handling" video before attending the activity. The video is located at: <https://www.capnhq.gov/CAP.MultiMedia.Web/login.aspx?ReturnUrl=%2fCAP.MultiMedia.Web%2fVideo.aspx>. Students and staff will also complete "Essential Aerodynamics" an on-line course and test (with certificate) available from AOPA Air Safety Foundation located at:
https://www.aopa.org/asf/osc/loginform.cfm?course=aerodynamics&project_code=&

d. For any activity that involves gliders, students and staff will complete the “Wing Runner Course” before attending that activity. The course is available at:

<http://www.soaringsafety.org/school/wingrunner/toc.htm>

2. Once again, my sincere thanks to the volunteer leaders of our Cadet Programs and my thanks to the youth that you mentor. Together, we can develop a safety culture stronger than any volunteer organization.



AMY S. COURTER
Major General, CAP
National Commander

cc:

CAP Board of Governors
CAP National Board
CAP National Executive Committee
CAP National Safety Officer
Chief, CAP Health Service
CAP National Staff Advisor for Operations
CAP National Staff Advisor for Support
All Region/Wing Directors of Cadet Programs
CAP NHQ Directors
CAP-USAF Commander
CAP-USAF LR/CCs
CAP-USAF SDs