

## **CALIFORNIA WING CADET ADVISORY COUNCIL: SUB-COMMITTEE**

### **PROPOSAL: ORIENTATION FLIGHT COORDINATOR**

Orientation Flights have been a staple in Civil Air Patrol across all three missions. With the use of Civil Air Patrol's aircraft and success in giving Cadets experience and exposure to aviation, it has created busier atmosphere in coordinating Orientation Flights for most if not all Squadrons. Naturally, Orientation Flights have been a wide interest among Cadets due to the benefits they receive and the thrill of co-piloting an aircraft. However, rates in Orientation Flights have since decreased and as a solution, the Orientation Flight Coordinator Committee presents a proposal for implementing new positions for Cadets and Senior Members to arrange Orientation Flights as a committee for Squadrons across the Wing.

### **GENERAL INFORMATION**

#### **1.1. PERSONNEL**

##### *1.1.1. Cadet Personnel*

1.1.1.1. Total of 4 Cadets: 1 from each section, 1 lead coordinator

##### *1.1.2. Senior Member Personnel*

1.1.2.1. Total of 1 Senior Member: Wing Aerospace Education Officer

#### **1.2. STRUCTURE**

##### *1.2.1. Cadet Positions*

1.2.1.1. *Orientation Flight Coordinator.* The Cadet Coordinator is the main lead in the communication and coordination of Orientation Flights for Squadrons across the Wing. The committee will meet at least once a month to create a month's agenda for all Squadrons but keep frequent communication for any changes that arise. This structure is similar to that of the Cadet Advisory Council committee; positions are by term of 1 year. The Cadet Coordinator will work alongside with the Senior Member Advisor (Wing Aerospace Education Officer).

1.2.1.2. *Orientation Flight Sub-Coordinators.* California Wing will be divided into 3 sections: North, Central, and South. These sections will each have a coordinator that organizes aircraft(s) and Squadrons per Orientation Flight event; in other words, general scheduling of Groups per section in substitute of Squadron Commanders taking initiative in organization of their own Squadron. To organize per unit, Commanders of Cadet and Composite Squadrons will be main point of contact for the Sub-Coordinator in scheduling their Cadets for flights. The Sub-Coordinator will communicate their status per event as well as provide a monthly analysis to the Orientation Flight Coordinator. For meetings of the quarter, the Sub-Coordinator will provide a progression report with a percent coverage to the Orientation Flight Coordinator and the Wing Aerospace

Education Officer. Utilizing sections of the Wing allows for an effective distribution of numbers that creates an easily managed task. The Sub-Coordinator will be responsible for ensuring that Orientation Flights are happening within their Groups.

1.2.1.2.1. *Distribution.* The goal of this position is to ensure every Cadet who is eligible (under 18 years old) receives an Orientation Flight within a quarter of the year. The Sub-Coordinators will ensure that each Orientation Flight event is planned and scheduled properly. Cadets who have fewer Orientation Flights (two or less) will be given priority. While the immediate goal of this position is to improve and create more opportunities for Orientation Flights, it is also vitally important that everything is reported properly.

## 1.2.2. Senior Member Position

1.2.2.1. *Wing Aerospace Education Officer.* The Wing Aerospace Education Officer oversees the Cadets' plans and provides guidance. They will also coordinate the financial component with Squadron Commanders. Senior Member involvement is core of the possibility of creating a position dedicated to coordinating Orientation Flights and takes primary responsibility for ensuring that the objectives of the committee are met.

1.2.2.1.1. *Appointment.* Prior to Cadet positions being open, a process of appointment for the Orientation Flight Coordinator should be a joint effort between the Wing Commander and the Wing Aerospace Education Officer. Similarly, the party will adopt the same method for appointing the Sub-Coordinators per section.

1.2.2.1.2. *Responsibilities.* The Wing Aerospace Education Officer position would be composed of several main responsibilities: The most important of which, are communicating with the Sub-Coordinators; establishing methods to ensure complete Orientation Flight distribution; and reporting Orientation Flight statistics to the Wing Commander.

1.2.2.1.3. *Communication.* The Orientation Flight Coordinator system should be applied at both the Wing and Group echelons.

1.2.2.1.3.1 *Wing.* The Orientation Flight Coordinator will report the distribution of Orientation Flights to the Wing Commander and Wing Aerospace Education Officer.

1.2.2.1.3.2. *Orientation Flight Distribution.* The primary objective of the Orientation Flight Coordinator at all levels is to ensure that as many Cadets as possible are offered the opportunity for an Orientation Flight. It will be the main objective of the Orientation Flight Coordinator to schedule and facilitate the process of initiating Orientation Flights at Squadrons, especially those with low percentages of cadets with previous Orientation Flight experiences.

1.2.2.1.3.3. *Reporting.* While the most important task for the Orientation Flight Coordinator is to help create new and more structure Orientation Flight opportunities, reporting will be critical to the success of the Orientation Flight Coordinator. At each echelon the Orientation Flight Coordinator is responsible to deliver quarterly reports to the Wing Commander and Wing Aerospace Education Officer to mark their progress. This will allow for monitoring the effect of this position and encourage success.

### 1.3. PRIMARY GOAL

1.3.1. *Position Benefits.* By creating a position dedicated to the scheduling, facilitating, and reporting of Orientation Flights, several benefits will be experienced. The most important of which are decreased strain on Aerospace Education, Transportation, and Cadet Programs Officers and more wide-reaching and effective Orientation Flight experiences for a larger volume of Cadets. By consolidating the responsibility that's distributed by several positions, the Orientation Flight Coordinator will be able to ensure further reach and more efficient allocation of Civil Air Patrol and the United States Air Force's funds. Working at several echelons, the creation of an Orientation Flight Coordinator would be the most effective and productive methodology to increase the Wing's ability to host Orientation Flights.