



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

25 June 2009

**Supersedes Interim Change Letter of 15 June 2009**

MEMORANDUM FOR ALL NCSA DIRECTORS, ENCAMPMENT COMMANDERS, &  
PARTICIPATING CADETS

FROM: CAP/CC

SUBJECT: Revised Interim Change Letter– Increased Safety Requirements for Cadet Activities

1. **Command Intent:** On 15 June, I issued a letter announcing new safety requirements for cadet activities this summer. I've been reviewing comments from the cadet community and I'm pleased that my letter has brought safety to the forefront of our Cadet Program. Moreover, my letter initiated a very productive feedback process on how to best keep our cadets safe during high-risk activities. I always welcome thoughtful, team-focused feedback. Today I am writing you to modify some requirements contained in my first letter and give you a better perspective on how to implement the remaining requirements.

a. First, I want even the youngest, newest cadets to know that in CAP, safety is a priority that involves everybody. First-year cadets at encampments, for example, are learning the basics of cadet life. Safety is one of those basics---it's absolutely paramount.

b. Second, every cadet activity is unique. The physical setting, school curriculum, and people make it so. Therefore, it's critical that cadet activity leaders become solid practitioners of the ORM process. ORM is simply a way of systematically looking at potential safety hazards. Although it is not possible to eliminate all hazards, it is possible to minimize risks through sound management practices. I need activity leaders to get behind ORM and truly make it second nature.

2. **Summary of New Safety Requirements:** To accomplish my overall command intent described above, I am modifying the safety requirements contained in my initial letter as follows:

a. The activity director will appoint a safety officer to conduct the activity's safety program.

b. The safety officer will conduct a daily safety briefing.

c. "Full time" cadet and senior staff (not students) will complete the Basic and Intermediate ORM Courses and associated ORM worksheet before the activity officially begins. Materials are available at [www.capmembers.com/safety/orm\\_training.cfm](http://www.capmembers.com/safety/orm_training.cfm). Activity directors are able to verify completion via eServices.

d. On Day 1 of the activity, the activity staff will lead the students through the Basic ORM Course, using the slides found at [www.capmembers.com/safety/orm\\_training.cfm](http://www.capmembers.com/safety/orm_training.cfm). These students do not need to complete and pass the written test associated with this course. However, instructors need to facilitate a

meaningful discussion about how the course's lessons relate to the particular activity the students are participating in.

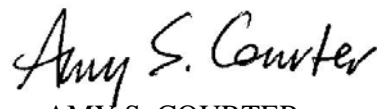
e. For activities that involve formal flight instruction, operational flying, or intensive flight line work (but not CAP or military orientation flights), students and staff will view the Ground Handling Video at <http://members.gocivilairpatrol.com/safety/>. For glider programs, students and staff will view the Soaring Safety Foundation's "Wing Runner Course," available at [www.soaringsafety.org/school/wingrunner/toc.htm](http://www.soaringsafety.org/school/wingrunner/toc.htm).

f. I am rescinding the requirement to complete the AOPA Essential Aerodynamics Course that was originally announced on 15 June.

g. Finally, activity directors still need to fulfill the Required Staff Training guidelines set forth in CAPR 52-16, paragraph 1-3f.

3. **Future Posture:** This fall, I will be tasking the Safety and Cadet Programs teams to conduct a data-driven analysis of cadet safety issues and share those findings with you. At that time, we'll also revisit the requirements I've established for this summer to see if they're having a positive effect on our safety performance.

4. **Bottom Line:** What's the bottom line? If we can better educate our members about ORM, we are more likely to keep them safe. Thank you for your continued outstanding support of one of our most important national resources, our cadets.



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  
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