



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

30 March 2009

MEMORANDUM FOR NATIONAL BOARD MEMBERS

Subject: New Aircraft Ground Handling Video Training Requirement: Due Date 30 Sep 09

1. CAP continues to have a significant number of avoidable aircraft ground handling incidents. In order to provide the highest level of safety and to raise awareness of what is needed to minimize these incidents, CAP will now require all members who regularly come in contact with aircraft or supervise air operations to view a 13 minute aircraft ground handling training video and take a short test. Training for members who are currently qualified in the specialties listed in paragraph 3 below must be completed by 30 Sep 09.
2. Trainees will be expected to complete this training as part of the advanced training requirements on specialty qualification training records for the specific ES specialties listed in paragraph 3 below. This will allow these members to continue serving as supervised trainees until they complete this task, but we encourage all personnel to review these materials as soon as possible. This training is available on eServices under the CAP Utilities→CAP Multimedia application. Members who complete the training online will have it automatically recorded in Operations Qualifications. A downloadable version is also available on eServices so units can conduct the training during squadron meetings. Commanders, safety officers, operations officers, and emergency services officers who hold these duty positions in eServices will automatically receive permissions so they are able to record group training in Operations Qualifications just like they can do for other required training. Unit reports for completion of this training are also available in Operations Qualifications.
3. Aircraft ground handling training is required for the following specialties:
 - All CAPF 5 Pilots (includes Tow Pilots, Glider Pilots, Transport Mission Pilots and SAR/DR Mission Pilots)
 - All Unit Commanders
 - Air Ops Branch Director (AOBD)
 - Operations Section Chief (OSC)
 - Mission Safety Officer (MSO)
 - Incident Commander (IC)
 - Mission Scanner (MS)
 - Mission Observer (MO)
 - ARCHER Operator (ARCHOPR)
 - ARCHER Trac Technician (ARCHTRK)
 - Flight Line Marshaller (FLM)
 - Flight Line Supervisor (FLS)

Note: Even though there is currently no way to record this in Operations Qualifications, it is recommended that glider wing runners also accomplish this training.

4. Refresher training will be required annually for all CAPF 5 pilots (due date will be 30 Sep of each year). Refresher training for all other specialties will be done in conjunction with the specialty qualification renewal every three years. Completion of the training for one specialty meets the requirements for all other specialties.

5. Special thanks for the creation of this video go to Lt Col Leslie Vazquez, the DEA Training Academy and all the other CAP volunteer members who participated in this project.



AMY S. COURTER
Major General, CAP
National Commander

cc:

CAP/EX/EXM/LG/MD/DO/SE
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CAP Wing Administrators
Col Skiba
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