



Civil Air Patrol ~ Aerospace Education
—Teacher Orientation Program Flights—



TOP Flights Handbook



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Overview

The Teacher Orientation Program (TOP) Flights provide the opportunity for teachers to experience orientation flights in CAP aircraft. Teachers can receive these orientation flights following optional workshops at local area airports and can then share their experiences with their students.



The excitement and enthusiasm for the program is evident. Some of the responses from Massachusetts participants:

"I found this workshop engaging, well planned, and inspiring."

"The opportunity that was given to me was unbelievable!"

"I can't wait to bring what I learned back into my classroom."

"Thank you very much for making this possible for teachers!"

"It made me proud to be a teacher!"

"I loved it! The workshop was very well organized, and the speakers, extremely informative."

The CAP TOP Flights Wing Point of Contact (POC)

The ease of implementing the CAP TOP Flights within a Wing depends on the Wing POC. The Wing POC has the responsibility for handling all coordination and communication among Wing members interested in the program. While the Wing POC is not expected to accomplish all the details for setting up multiple TOP Flights within the Wing, all Unit AEOs and others interested in implementing the program should coordinate their efforts with the Wing POC.

Wing POCs should:

1. Seek/Confirm Wing Commander's approval for TOP Flights POC position assignment.
2. Notify AEOs and Unit Commanders of your POC assignment with your contact information.
3. Post any promotional program information or announcements electronically on the Wing web page, in Wing newsletters or at local schools. (Attachments 2 and 3)
4. Recruit TOP Flights participants:
 - a. AEOs (encourage AEOs to initiate program in their area)
 - b. Current AEMs (assist AEOs in promoting program for current AEMs)
 - c. New AEMs (visit/contact local schools and/or encourage AEOs to visit/contact local schools to recruit new AEMs to participate in program)
5. Provide requested assistance and support for the program.
6. Maintain optional record of unit's o'flight participation. (Attachment 6 in this handbook)
 - a. Provide Wing Commander periodic TOP Flights updates.
 - b. Utilize for continued promotion of program.
7. After approved mission is complete, submit CAP Teacher Orientation Flight CAPF 108 electronically through WMIRS to seek o'flight reimbursement for wing of up to \$500 in one fiscal year. Reimbursement is provided on a first-come, first-served basis. The Wing assumes responsibility for o'flight expenses if CAP NHQ reimbursement funds are already depleted or for amounts exceeding \$500.



Unit AEOs and/or other CAP Adult Members or Pilots implementing the program should (in coordination with Wing POC):

1. Request contact information for AEMs (teacher members) in your area from your Wing Director of Aerospace Education (DAE). DAEs can access this information in e-services under Member Reports.
2. Recruit new AEMs by visiting/contacting local schools to share information about CAP's Teacher Member Program, educational products and TOP Flights. (Attachment 2). Request recruiting brochures by contacting ae@capnhq.gov or download from www.capmembers.com/ae.
3. Organize orientation flights for current and new teacher members.
 - a. Recruit CAP pilots and reserve CAP airplanes for flight day.
 - b. Advertise flight day to current and new teacher members via emails, letters or phone calls. Use Attachment 1 in this handbook.
4. Prepare for your pre-flight orientation session for teachers. Use Attachment 4 in this handbook, if desired. *Optional half-day or full-day teacher workshop information is included in this handbook, as well. (Attachment 8)*
5. Adjust number of pilots and planes needed after teacher participant number has been confirmed.
6. Select assistant(s) to help with instruction, collection/distribution of materials, completing certificates, taking photos, or simply providing a brief overview of CAP.
7. **Ensure that all teacher participants are current AEMs** and that they are made aware that membership cards, or member numbers received via email when membership is done online, are required to attend the flight day.
8. Prepare for the flight day by having certificates ready (request from NHQ or download from handbook - Attachment 10), a camera to take pictures, comfortable and functional seating and accommodations, refreshments, and teacher activities or aviation videos to fill participant "wait time."
9. Be well prepared and organized.
10. Present a professional and congenial image. (Any of the authorized CAP uniforms may be worn.)

Pre-flight Orientation Session for Teachers

Civil Air Patrol would like every TOP Flights participant to have a positive, fun and educational learning experience. Thus it is important that a brief orientation session is conducted prior to the actual teacher flights. Such topics as airplane parts, safety issues, classroom relevance, benefits of aerial photography, etc. should be discussed to maximize benefits of this experience.



Why conduct TOP Flights?

- To connect CAP units with teachers in the community.
- To foster aviation career interests in the classrooms of America.
- To provide professional experiences, excitement and knowledge for teachers that can be transferred directly to their students.
- To share an appreciation for Civil Air Patrol's missions for America throughout our country.



Attachments and Resources

- 1.Attachment 1 (Educator Recruitment Flyer).....page 1
- 2. Attachment 2 (WMIRS Instructions)pages 2-9
- 3. Attachment 3 (Sample evaluation form).....page 10
- 4. Attachment 4 (Sample Pre-flight lesson plan procedure).....page 11
- 5. Attachment 5 (Sample schedules for TOP Flights)pages 12-14
- 6.Attachment 6 (Sample TOP Flights Certificate).....page 15

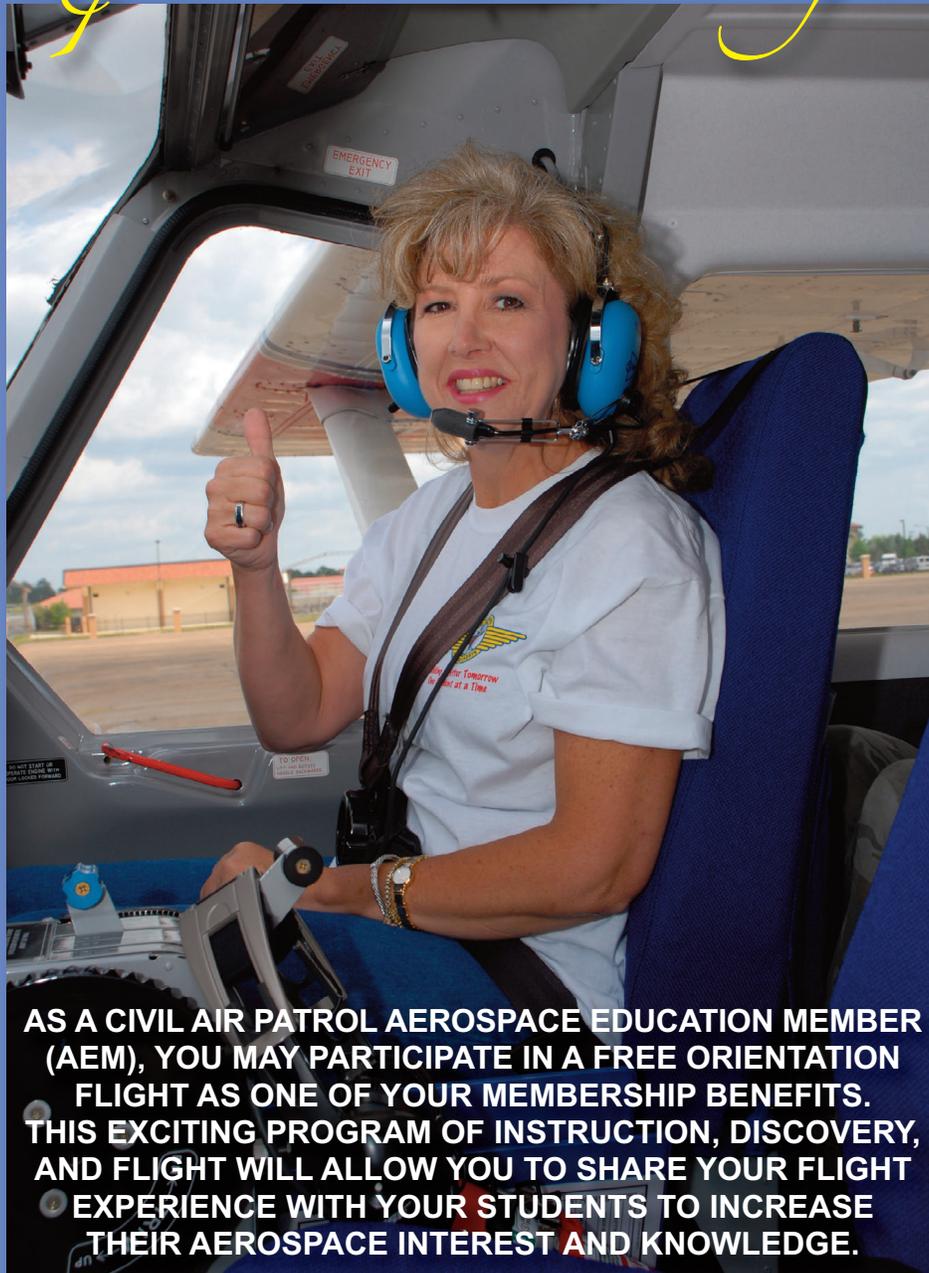


Civil Air Patrol ~ Aerospace Education
—*Teacher Orientation Program Flights*—



CAP EDUCATORS!

Experience TOP Flights



AS A CIVIL AIR PATROL AEROSPACE EDUCATION MEMBER (AEM), YOU MAY PARTICIPATE IN A FREE ORIENTATION FLIGHT AS ONE OF YOUR MEMBERSHIP BENEFITS. THIS EXCITING PROGRAM OF INSTRUCTION, DISCOVERY, AND FLIGHT WILL ALLOW YOU TO SHARE YOUR FLIGHT EXPERIENCE WITH YOUR STUDENTS TO INCREASE THEIR AEROSPACE INTEREST AND KNOWLEDGE.

To arrange your Teacher Orientation Program Flights, please contact Judy Stone at jstone@capnhq.gov. Judy will then locate the coordinator in your state and that person will contact you for a time and location for your flight. But...it is more fun to fly with a friend!

Encourage one of your peers to join CAP with you and you can fly together.

The BEST experience is with several members of your school or school system joining together and planning a fun-filled TOP Flights Day! All participants must be CAP members.

For more information, please go to our website at www.capmembers.com/ae.

WMIRS Instructions for Teacher Orientation Program (TOP) Flights

1. How do I input a TOP Flights mission request into WMIRS? (See screen shots powerpoint)
2. What is the funding source? The funding source for a TOP Flight mission is NHQ. The name of the particular source in WMIRS is Teacher Orientation as a C mission.
3. Who is notified of request and how? When a TOP Flight mission request is put in WMIRS, three people are notified by email:
 - a. The NHQ AE person who approves the funding
 - b. The Wing Commander who gives the green light to the mission and resources
 - c. The person who initiated the request (by placing his/her name and email in the WMIRS request form for the mission)
4. Questions or concerns: If you have questions or concerns about a mission request for TOP Flight, you should contact Judy Stone at jstone@caphnq.gov
5. What happens after the mission is complete? The requester goes back into WMIRS and completes the form with all relevant data including the names of the educators that flew. A 108 is automatically generated by hitting the button and that is filled out with costs. The 108 goes to FM where the check is cut for the wing supporting the TOP flight event.

WMIRS Instructions for Teacher Orientation Program

If this is your first time conducting a Teacher Orientation Program mission or it has been a while since you last conducted one, please feel free to contact the National Operation Center (NOC) at 1-800-211-1812 ext 300 for assistance.

Before you conduct a Teacher Orientation Program mission, please ensure your wing commander is aware of your plans.

Below are the sequence of events that will occur when you have submitted a request via WMIRS for a Teacher Orientation Program Flight.

1. Upon submittal of your request the WMIRS system will generate an email to you stating your request to conduct a Teacher Orientation Program mission. The email generated goes to the Aerospace Education (A E) Department and a courtesy copy to your wing commander notifying them of the request.
2. The A E Department then logs into WMIRS and determines if adequate funding is available. If funding is available the AE department approves the request and an email is then sent to your wing commander notifying him/her that a mission is pending approval.
3. Once your wing commander approves the request an email is sent to you, a courtesy copy to the AE department notifying them of the mission approval.

United States Air Force Auxiliary

- CAP National Technology Center - Mission Applications & Resources

Log into WMIRS using your username and password

Missions Security System Login

User ID or CAPID:

Password:

Login

Sign Up for An Account

Help! I forgot my password.

Note: This system is physically separate from E-Services, as such it has a different security system. The login credentials used to access E-Services will not work on this system. If you have never accessed this system and are a current member, select the button above titled "Sign Up for An Account" and complete the Security System User Account Request Form. This is an automated process that will email your login information to you.

Users who receive a Security Alert Warning each time you access one of the secure web pages on this server may need to install the DoD Root CA Certificate. [Click Here](#) for more information on how to eliminate this warning.



Civil Air Patrol
Web Mission Information Reporting System (WMIRS)

Select Enter New Mission.

--Mission Management--

**** WMIRS Instructions ****

- [Enter New Mission](#)
- [Enter Training/Eval Request](#)
- [Enter Military O-Flight Request](#)
- [Current Missions/Sorties](#)
- [Current Military O Flight List](#)
- [Reports](#)
- [Cadet Orientation Flights](#)
- [Find Form 108](#)

Mission No. Search

Tools and Utilities

- [Return to WMIRS Menu](#)
- [Main Menu](#)
- [LogOut](#)

Explanation of Menu Items Located on Tool Bar

- Mission Status Map:** Used to View Wings with Active Sorties.
- Mission List:** Used to view missions
- Mission Management:** Used to maintain missions in the system, including the management of images.
- Tools and Utilities:** Opens sub-menu for Mission Status Map, Member Contact Lookup, Alert Roster/ES Resources, Aircraft Status, and User Administration.
- Return to WMIRS Menu:** Returns you to this page. You can then enter other areas as required.
- Return to Main Menu:** Returns you to the main menu. You can then enter other areas as required.
- Log Out:** Logs you out of the system and returns you to the Login Page.

Pilot's Direct Sortie Entry for Non-mission Corporate Flying (C8, C9, C16, C17, C20)

NOTE: Unless otherwise required by your wing, these flights/sorties can be entered after the flight is completed.

[Information on entering Non-mission Corporate Sorties \(size: 1.3MB\)](#)

[WMIRS Instructions - May 2007](#)

[NEW Consolidate MX "A9" Mission Procedures - 1 April 2007](#)

[AFRCC Relocation, 1 March 2007](#)

MISSION REQUEST

Complete the following fields. Once completed. Select SUBMIT.

[Entering AFRCC Missions](#)

Approving Agency:	Agency Number (if known):	Funding Source:		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Wing	Exercise/Event Name:			
Mission	<input type="text"/>			
Assigned				
Comments:				
<input type="text"/>				
Customer Information Agencies	Customer Name	Customer POC	Customer Email Address	Customer Phone
State <input type="text"/>	Baldwin County High	Mrs. Barb Jones	barb.jones@baldwin.edu	231-632-3
CAP Member Name	CAP Member Email	CAP Member Phone		
Lt Col Jon Paul	jpaul@nmwing.cap.gov	231-236-2563		
Mission Type				
Teacher Orientation Program				
Date of Mission-Start Date		Mission Symbol		
07/16/2007		Mission Symbol		
BU Date-Start Date		Date of Mission-End Date		
<input type="text"/>		07/16/2007		
Request Received Date/Time	07/16/2007 13:43 ZULU	BU Date-End Date		
		<input type="text"/>		
Estimated Lodging Mandays		End Time (ZULU)	23:59	
(Estimated Number of People Multiplied by Number of Nights)		Number of Non CAP Crew/ Passengers		
<input type="text"/>				
Special Instructions:				
<input type="text"/>				
submit				

HOW ARE WMIRS FORM 108S CREATED?

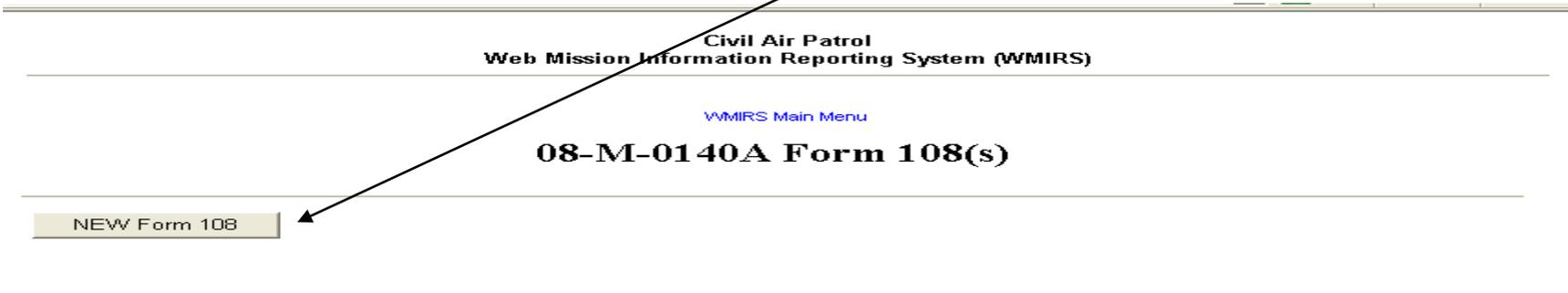
WMIRS Form 108s may only be generated through WMIRS for reimbursable missions. WMIRS Form 108s must be submitted to NHQ within 30 days after the close of the mission. WMIRS Form 108s received at NHQ later than 45 days after the close of the mission will not be reimbursed. Except for FEMA missions, receipts need not be submitted with the WMIRS-generated WMIRS Form 108 to NHQ, but will be retained at the wing level in accordance with CAPR 173-3. Only members with admin permissions may generate WMIRS FORM108s.

- In WMIRS, select “Current Missions/Sorties”
- Select the mission from the list
- Select “Edit/View Air Sortie”
- Select “108-Reimbursement Worksheet”

Sortie <i>(click to sort)</i> (🔒 = reported on 108)	Date <i>(click to sort)</i>	Tail Number	A/C Type	Call Sign	Pilot	Sortie Type	Mission Symbol	Departure Airport	Landing Airport	Area Assigned/Mission Location	Est. Hrs	Act. Hrs	ETD (zulu)	ETA (zulu)
001 Users	01/31/2008	N9908H	T182R	CF508		SAR	A1	CEZ	CEZ	Las Vegas Grids 271, 299	5.0	4.6	20:00	00:36
Add	Create Spreadsheet													
Sortie Mass Transfer														
108-Reimbursement Worksheet														

Select 108-Reimbursement Worksheet

- A list of **previous created WMIRS Form108s** for the selected mission will **appear, if already created**, otherwise select “New 108”



Once you determine the sortie data is correct you then select “YES” and select “Get Form 108” to generate your CAPF108. Print the form and have the wing commander or his/her designee sign the form and either fax to 800-555-7902 or email to opscenter@capnhq.gov

“YES” Selection

Sortie Data

Sortie	Date	A/C or Veh	Rate Type	A/C ID/Veh ID	Corp	Mbr	Hours Flown No. Miles	A/C Minor MX	A/C Cost	Fuel/Oil	Sub Total	Form 108 Ready
												Select All <input type="radio"/> YES <input type="radio"/> <input type="radio"/> NO
<input type="button" value="Edit"/>	1	01/31/2008	T182R	182	N9908H	X	4.6	41.00	188.60	368.00	-	<input type="radio"/> Yes <input checked="" type="radio"/> No
Total									0.00	0.00	0.00	

Additional Expenses:

Date	Expense Type	Description	Amount	Form 108 Ready
			Total:	0.00
<input type="button" value="Add"/>	01/31/2008	<input type="button" value="v"/> Select		<input type="button" value="Add"/>

Get Form 108

Make an Adobe (PDF) copy of this page

Consolidate Form 108 By Tail No./Vehicle



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Evaluation

On a scale of 1-5 (with 5 being the highest), how would you rate this experience? _____

Was the workshop interesting, fun and useful? Please provide a brief explanation.

What changes, additions or deletions would you make to the workshop?

As an Aerospace Education Member, what would be most beneficial that Civil Air Patrol's Aerospace Education Program could provide you to enhance your classroom curriculum or instruction?



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Sample Pre-flight Lesson Plan for TOP Flights

Objective: Participants will learn procedures for preflight inspection, control surfaces of airplane, use of flight controls in flight, instruments in cockpit, aerial photography as a teaching tool and other subjects dealing with an “Introduction to Flying.”

Procedure:

1. Prior to flight – Pilot(s) introduce themselves and give backgrounds as pilot(s).
2. Discuss safety issues at this time.
3. Using an appropriate checklist, demonstrate a routine preflight inspection of the airplane. During this inspection point out specific parts of the airplane and identify its function.
4. Using the checklist, show teachers the routine cockpit checks prior to takeoff.
5. Discuss weather and how this affects flight.
6. Discuss what teachers will experience and make suggestions as to how this experience can be used to motivate students (such as aerial photography of their school, writing prompts, and reading more).
7. During flight – Explain how the airplane responds to controls. Point out instruments and use for takeoff and landing.
8. After flight – Have a group sharing time (if possible). Answer questions teachers may have.
9. Have teachers fill out evaluation forms and discuss how CAP can be a resource for the classroom and how the teacher can get involved with CAP if they so desire.



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Optional One-Day Workshop
Sample Schedule

9:00-9:30	Welcome and Introductions Workshop Overview
9:30-10:30	Flight Basics <ul style="list-style-type: none">• Bernoulli's Principle• Four Forces of Flight
10:30-10:45	Break
10:45-12:00	Parts of the Airplane <ul style="list-style-type: none">• Axis of Rotation• Outside Control Surfaces
12:00-1:00	Lunch
1:00-2:15	Instrument Panel
2:15-2:30	Break
2:30-3:00	Aerospace Careers
3:00-3:30	Aeronautical Charts (Please ask your Civil Air Patrol pilot to present this lesson)
3:30-4:00	Flight Orientation/Plans for Tomorrow's Flights

Schedule Teachers for Flights the following day in 45-minute increments.

Teacher O'Flights

- Plan activities or aviation-related videos for pre and post flight time, or
- Plan a field trip to aviation sites near flight line for pre and post flight time
- Provide rest and refreshment area
- Present certificates to teachers
- Have teachers complete evaluation forms



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Optional Half-Day Workshop
Sample Schedule

9:00-9:20	Welcome and Introductions Workshop Overview
9:20-10:00	Flight Basics <ul style="list-style-type: none">• Bernoulli's Principle• Four Forces of Flight
10:00-10:15	Break
10:15-11:15	Parts of the Airplane <ul style="list-style-type: none">• Axis of Rotation• Outside Control Surfaces
11:15-12:00	Flight Orientation/Plans for Afternoon Flights
12:00-1:00	Lunch
1:00-3:00	Teacher O'Flights <ul style="list-style-type: none">• Plan activities or aviation-related videos for pre and post flight time, or• Plan a field trip to aviation sites near flight line for pre and post flight time• Provide rest and refreshment area• Present certificates to teachers• Have teachers complete evaluation forms



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Flight Day with Pre-Flight Session Only
Sample Schedule

9:00-9:15	Welcome and Introductions
9:15-10:00	Pre-flight Overview <ul style="list-style-type: none">• Safety• Airplane Parts• Connecting the Experience to the Classroom• Aerial Photography to Share with Students• Aviation Careers
10:00-12:00	Teacher O'Flights <ul style="list-style-type: none">• Plan activities or aviation-related videos for pre and post flight time, or• Plan a field trip to aviation sites near flight line for pre and post flight time• Provide rest and refreshment area• Present certificates to teachers• Have teachers complete evaluation forms



CIVIL AIR PATROL TOP Flight



Certificate of Completion

This is to certify that

has completed _____ contact hours of aviation orientation in CAP's Teacher Orientation Program Flights

Pilot

Aircraft



Flight is good.

Airport

Date