Operations Plan

Illinois Wing Cadet Orientation Flights Operations
(Cadet O-Flight Program — ILWG Standing Operations Plan)
April 2026

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DOCUMENT CONTROL	
Effective Date	April 2026
Supersedes	N/A (Initial Publication)
Prepared By	Lt Col Charles Springer, Director of Operations
Approved By	Col Al Reynoso, Wing Commander
OPR	Illinois Wing Director of Operations
Governing Regulation	CAPR 60-1 Cadet Programs; CAPR 70-1 CAP Operational Missions
Distribution	Wing Commander, Wing XO, Director of Operations, Deputy Commander Cadet Programs, O-Flight Coordinator, Group Commanders, Squadron Commanders
Classification	For Official Use Only (FOUO)

1. Purpose

This Operations Plan establishes policies, procedures, and standards for Illinois Wing (ILWG) Cadet Orientation Flights (O-Flights) in accordance with CAPR 60-1 and CAPR 70-1.

2. Applicability

This plan applies to all ILWG members involved in O-Flight operations, including pilots, O-Flight Coordinators, Safety Officers, Commanders, Wing AMO and Director of Operations.

3. References

3.1 Document Change Control

Ver	*Date (MM/DD/YYYY)*	*Author*	*Description of change*	*Status*
0.1	04/13/2026	Charles Springer, Lt Col, CAP	Initial Version	Reviewed
0.2	05/11/2026	Bob Goodnough, 1st Lt, CAP	Updated section content/organization; General formatting adjustments; Added Change Control; Added details for planning an event;	Reviewed
0.3	05/17/2026	Bob Goodnough, 1st Lt, CAP	Incorporated feedback from Lt Col Springer and Lt Col Mertens;	Reviewed
0.4	05/18.2026	Bob Goodnough, 1st Lt, CAP	corrected CAP publication references throughout	Reviewed
1.0	05/25/2026	Lt Col Springer / Wing Approval	Final coordination complete; routed for Wing Commander signature	Approved

3.2 CAP Publication References

- CAPR 60-1, Cadet Program Management
- CAPR 70-1, CAP Flight Management
- CAPR 60-3, CAP Emergency Services Training and Operational Missions
- CAPF 160, Deliberate Risk Assessment Worksheet
- CAPF 161, Emergency Information Form
- CAPF 60-80, Cadet Activity Permission Slip
- CAPP 60-40, Cadet Orientation Flight Program Guide

4. Situation

4.1 Background

The Illinois Wing maintains a standing Cadet O-Flight Program providing aviation orientation to eligible cadets. The program operates under Wing authority with coordination through the Wing O-Flight Coordinator.

4.2 Program Status

- The Illinois Wing O-Flight Program is active for powered flights only.

4.3 Mission Capability

- Cadet aviation orientation per CAPR 60-1
- Aerospace Education (AE) mission support
- Recruitment and Public Affairs support

5. Organization

5.1 Chain of Command

- Wing Commander
- ↓
- Director of Operations
- ↓
- Deputy Commander, Cadet Programs
- ↓
- Wing O-Flight Coordinator
- ↓
- Group O-Flight Coordinators

- ↓
- Unit/Squadron O-Flight Coordinators

5.2 Roles and Responsibilities

ROLE	ASSIGNED TO	RESPONSIBILITIES
Wing Commander	Col Reynoso	Overall authority and responsibility for O-Flight program;
Director of Operations	Lt Col Springer	Program oversight and compliance with CAPR 60-1 and CAPR 70-1; approve O-Flight events.
Dep Cmdr Cadet Programs	Maj V. Espinili	Program oversight and compliance to Cadet Program Standards. Defines cadet eligibility requirements.
Wing O-Flight Coordinator	Capt Matt Thompson (mthompson1@ilwg.cap.gov)	Administration of the Wing O-Flight program; Tracks O-Flight requests for funding approvals
Wing AMO	1Lt Pedro Cuerva	Verify FMC status of authorized aircraft; approve aircraft for O-Flight use.
Unit O-Flight Coordinators	Group/Squadron OFCs	Day-to-day coordination of O-Flights; aircraft scheduling; Verify cadet eligibility; ensure cadet safety compliance
Unit Commanders	Group/Squadron CCs	Verify cadet eligibility; ensure cadet safety compliance
O-Flight Pilots	Qualified CAP Pilots	Conduct O-Flights IAW CAPR 70-1; maintain currency; complete CAPF 160 with cadet

6. Aircraft Requirements

6.1 Authorized Aircraft

- Only Fully Mission Capable (FMC) aircraft are authorized for O-Flights
- Dual approval required: [*Approval SLA: 48 hours from request submission*]
  - The **Director of Operations** will ensure there is no mission conflict for the event.
  - The **Wing AMO** will ensure the aircraft is not due for maintenance, which would hinder the event.

6.2 Aircraft Scheduling

- 14-day advance lead time required for all O-Flight scheduling requests
- All O-Flight funding requests are submitted to the Wing O-Flight Coordinator by the Unit/Squadron O-Flight POC.
- Each Group/Squadron commander shall designate a local O-Flight POC to coordinate scheduling requests with the Wing O-Flight Coordinator.
- Group O-Flight Coordinators schedule the aircraft with approval from the Wing AMO and the DO.

- Aircraft scheduling requests must include requested date(s), number of cadets, aircraft preference, and pilot assignment (*if known*).

6.3 Weight and Balance (W&B)

- Weight and balance computations are required for every O-Flight sortie
- O-Flight PIC is responsible for completing and documenting W&B prior to departure

6.4 WMIRS Sorties

- PIC is responsible for creating all sorties in WMIRS, completing the ORM, obtaining the FRO, and closing the sortie after landing, including uploading all required post-flight documents (fuel receipts, etc)
- Each O-Flight event shall have designated Ground Support. Ground Support personnel will be trained by the O-Flight Coordinator on WMIRS sortie debriefing procedures. Ground Support assists the PIC with post-flight WMIRS documentation, particularly when the PIC is conducting multiple sorties (2-6) in a single event.

6.5 Aircraft Assignment Priority

Illinois Wing aircraft are assigned based on the following priority order as directed by the Wing Commander (Col Al Reynoso):

1. Operational Missions (AFAM / SAR / Disaster Relief) — highest priority
2. Sorties in support of Aircraft Maintenance (Mission Symbol A9)
3. Orientation Rides (Mission Symbol A15)
4. Group SAREX Flight Operations
5. Aircrew Training and Evaluation (Mission Symbols A0, A5, A7, A23, A24)
6. Pilot Training and Evaluation (Mission Symbol A12)
7. Member-Funded Flying

Exception — 3rd and 4th Saturday of each month: Due to operational needs of the Wing, on Saturdays designated as Group SAREX flying days as published on the Wing Operations Calendar, dispatch priority is modified as follows:

1. Operational Missions
2. Sorties in support of Aircraft Maintenance (A9)
3. Group SAREX Flight Operations
4. Orientation Rides (A15)
5. Aircrew Training and Evaluation (A0, A5, A7, A23, A24)
6. Pilot Training and Evaluation (A12)
7. Member-Funded Flying

The Director of Operations retains final authority on aircraft assignment in all cases. Requests will be reviewed against the Wing Operations Calendar before approval is granted.

7. Cadet Eligibility

7.1 Requirements

REQUIREMENT	DETAILS
Active Membership	Current, active CAP membership
Valid ID	Government-issued or CAP ID
ILWG O-Flight Registration	Cadet registered in ILWG O-Flight Registration system prior to O-Flight event
Cadet Protection Program Training (CPPT) Currency	Cadet Protection Program Training must be current
CAPF 160	CAP Member Health History Form; Must be medically fit to fly
CAPF 161	Emergency Information Form, completed and on person at all times
CAPF 60-80	Cadet Activity Permission Slip; signed by parent/guardian; required prior to flight
Aircraft Ground Handling (Absorb)	Must complete the Aircraft Ground Handling course on the Absorb LMS. Enables cadets to safely assist with aircraft movement on the ground between sorties when requested by the PIC.
Personal Data in eServices	All personal data (height, weight, eye color, and emergency contact) must be current in eServices. Cadets should verify and update data prior to each O-Flight season. Squadron commanders should track compliance. Ensures 101/CAPID Card accuracy and supports W&B calculations.
CAP Photo on File	A current CAP photo must be taken, uploaded, and approved by squadron command. Ensures cadet identification by the PIC and local O-Flight POC.
Proper CAP Uniform	Cadets must wear the current approved CAP uniform (*ABU/OCP; CAP Name Tapes; Boots*) for all O-Flight activities. No civilian clothing authorized.

7.2 Ineligible Cadets

Any Cadet not meeting the requirements listed in section 7.1 Requirements will not be considered eligible to fly.

8. Safety Requirements

- Pre-flight safety briefing required for all cadets IAW CAPR 160-2
- CAPF 160 (Deliberate Risk Assessment Worksheet) must be completed prior to each flight.
  - The activity SE will provide the Wing SE with a courtesy copy of all CAPF 160 Risk Assessment forms for the activity.
- Weather minimums: VFR conditions required; no flight into IMC
- 2-deep leadership required for all O-Flight events

- CPPT is current for all adult members participating in O-Flight events. Adult members who are not CPPT current will not be permitted in unsupervised contact with cadets.
- All onboarding pilots working toward their Form 5 are required to serve as Ground Support at a minimum of one O-Flight event prior to acting as PIC. This provides hands-on WMIRS training and familiarization with CAP flight operations.
- No engine swaps or maintenance actions authorized during O-Flight events

9. Planning the Event

9.1 Countdown to GO!

All tasks listed are the responsibility of the Unit's (Squadron) O-Flight Coordinator unless otherwise noted

- **T minus 1 Month**:
  - ☐ Determine desired date(s) for the O-Flight and create an event
  - ☐ Check the Aircraft Scheduling Module for potential aircraft availability
  - ☐ Send out the O-Flight Registration request to cadets
  - ☐ Reach out to O-Flight Pilots and initiate a request.
- **T minus 3 Weeks:**
  - ☐ Collect Cadet registrations
  - ☐ Download and review the Squadron Orientation Flight Report in eServices. Priority scheduling is given to:
    - Cadets with zero Orientation Flights, and
    - Cadets turning 18 within 6 months
  - ☐ Submit Mission/Aircraft request for the O-Flight event to the Wing O-Flight Coordinator, the Director of Operations(DO), and the Wing AMO. Include as CC on Email: Group O-Flight Coordinator
    - [*Director of Operations*] reviews and approves the event within 48 hours
    - [*Wing AMO*] verifies aircraft FMC status within 48 hours
  - ☐ Send out a reminder eMail to O-Flight Pilots if there has not yet been a response.
  - ☐ Secure additional Senior Member(s) as needed, to ensure Cadet Protection
- **T minus 2 Weeks:**
  - ☐ Determine the Cadet roster and create a flight schedule for the day of the event
  - ☐ [*Group O-Flight* Coordinator] Reserve approved aircraft via the Scheduling module in WMIRS
    - *only after Mission Approval has been obtained from DO and Wing AMO
  - ☐ Submit Funding Request to Wing O-Flight Coordinator *ofo@ilwg.cap.gov*
    - [*Wing O-Flight Coordinator*] reviews and approves funding requests within 48 hours
- **T minus 1 Week:**
  - ☐ Verify the Funding Request approval has been received. (*will be via eMail response*)

- □ Send event details to registered Cadets, their parents, and other interested parties. Be sure to thank them and include information such as:
  - Reminders to complete the Aircraft Ground Handling course in Absorb
  - Schedule for the day's event, including expected arrival times and flight durations
    - Reminder that schedules may change due to weather or other circumstances.
  - Directions on how to get to the meeting point. Some locations require an escort on airport property
  - What to bring and what to ensure is kept on their person during the day
- □ Brief O-Flight Pilot on event details, be sure to include cadets' equipped weight, and contact information for cadets and parents should they need to make contact during the day

- **T minus 5-2 Days:**
  - □ Stay in contact with your pilot as the weather forecasts stabilize leading up to your event
  - □ Make any necessary changes to support updates you receive from Cadets regarding their availability.
  - □ Communicate any changes in scheduling to the Cadets, their parents, and your pilot to keep them all informed.
- **T minus 1 Day:**
  - □ Send the final "Go / No-Go" Email to the registered Cadets
    - Include any last-minute changes they need to know about the day
    - Remind Cadets of what they need to bring with them, including their permission slip
- **T minus 0:**
  - □ Ensure Cadets meet the requirements to fly
    - Complete CAP Uniform (*ABU/OCP; CAP Name Tapes; Boots)*
    - Valid CAPID Card on their person
    - Completed CAPF161 on their person
    - Signed CAPF 60-80 Permission Slip
  - □ Conduct Flights per planned Syllabi
  - □ Thank your Pilot!
  - □ [*O-Flight Pilot*] to Update/Debrief sorties in WMIRS
  - □ Inform Wing O-Flight Coordinator of any changes to the event so funding actuals can be adjusted
- **T plus 2 Days:**
  - □ [*O-Flight Pilot*] Completed e108 submitted within 48 hours
  - □ Create and print any Cadet First Flight Certificates to hand out at your squadron's next promotion night.

10. Reports

10.1 Monthly Reporting

The Wing O-Flight Coordinator submits a monthly O-Flight summary to the Director of Operations by the 5th of each month. The monthly report shall include:

- Total Cadets Flown
- Total Sorties Completed
- Aircraft Utilized
- Pilots who conducted O-Flights
- Any Incidents, Anomalies, or Safety Occurrences

Wing O-Flight Performance Target: 70% of eligible squadron cadets should receive at least one orientation flight per fiscal year (QCUA metric).

- The Wing O-Flight Coordinator will track this metric by squadron and report to the Director of Operations and the Deputy Commander for Cadet Programs by the 10th of each month.
    - This timeline affords the Director of Operations a five-day window to consolidate sUAS and O-Flight data before the monthly WMIRS validation on the 15th.

11. Records and Documentation

- O-Flight Registration retained by O-Flight Coordinator for a minimum of 2 years
- e108 submitted within 48 hours of each O-Flight sortie
- O-Flight Coordinator (Capt Thompson) maintains a running O-Flight log including all cadet names, dates, pilots, and aircraft
- Records retained IAW CAPR 10-2

12. Implementation Timeline

MILESTONE	TARGET DATE	STATUS
O-Flight Program Charter Publication	Apr 2026	In Progress
Aircraft Authorization / FMC List Published	Apr 2026	In Progress
O-Flight Coordinator Designated	Apr 2026	Complete
ILWG O-Flight Registration System Established	Pilot: H2 2026	In Development (Beta)
Monthly Reporting Begins	01 May 2026	Pending
Annual Program Review	Apr 2027	Pending

13. Plan Maintenance

- This Operations Plan will be reviewed and updated annually by the Director of Operations
- Interim changes will be published as supplements and distributed to all addressees
- Questions should be directed to the Director of Operations or the O-Flight Coordinator

14. Operations Plan Document Approval

ROLE	NAME / RANK	SIGNATURE / DATE
Wing Commander	Al Reynoso, Col, CAP	Col Alfredo Reynoso (May 23, 2026 13:47:19 CDT) 23/05/26
Director of Operations	Charles Springer, Lt Col, USAF-Aux	LtCol Charles Springer (May 20, 2026 20:18:25 EDT) 20/05/26
Deputy Commander, Cadet Programs	Valerie Espinili, Maj, CAP	Maj Valerie Espinilli (May 21, 2026 18:50:32 CDT) 21/05/26
Wing O-Flight Coordinator	Matt Thompson, Capt, CAP	Capt Matt Thompson Capt Matt Thompson (May 21, 2026 17:43:55 CDT) 21/05/26
Wing AMO	Pedro Cuerva, 1st Lt, CAP	1stLt Pedro Cuerva 1stLt Pedro Cuerva (May 20, 2026 20:16:41 CDT) 20/05/26
Wing Director of Safety	Val Mertens, Lt Col, CAP	LtCol Val Mertens (May 20, 2026 19:19:10 CDT) 20/05/26
Wing Deputy Commander	Gerald Wirth, Maj, CAP	Major Gerald Wirth Major Gerald Wirth (May 21, 2026 05:19:31 CDT) 21/05/26
GLR Commander	Curtis Boehmer, Col, CAP	
NHQ Director of Operations		