



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5967

ICL 18-07  
21 SEPTEMBER 2018

MEMORANDUM FOR ALL OVERSEAS CAP UNIT COMMANDERS  
FROM: CAP/CC

SUBJECT: Interim Change Letter – CAPR 35-4, *Overseas Cadet Squadrons*

1. This interim change letter changes CAPR 35-4, *Overseas Cadet Squadrons* and will remain in effect until CAPR 35-4 is revised. Compliance with this letter is mandatory.
2. CAPR 35-4 is immediately changed as follows:

Paragraph 7c. is changed to read: "There will be no CAP authorized flying activities except for cadet orientation rides on military aircraft or U.S. military aero club flights. If a CAP pilot conducts these flights, he/she is doing this solely as a member of the aero club, and not in his/her capacity as a CAP pilot." The rest of the paragraph is deleted.

3. The National Staff has been reviewing overseas operations as part of a project to determine how the organization can best support all CAP units. During this process the staff determined the guidance for cadet orientation flights in CAPR 35-4 is confusing. It gave the impression these flights were being conducted as CAP corporate missions and that is not the case. The cadet orientation flights are being flown by the U.S. military aero clubs in accordance with their rules and host country regulations.
4. NHQ is developing a memorandum of agreement in conjunction with the HQ AF Aero Club office. It will encompass all aspects of conducting cadet orientation flights at Yokota and Kadena Air Force bases (the two AF bases with aero clubs closest to our overseas units) to include scheduling, orientation flight profiles, payment, aero club pilot minimum qualifications, proof of insurance coverage, etc. The NHQ will establish a process so the cadet will get credit for flying the orientation flight. Until the formal process is established, please report cadet orientation flights to the National Executive Officer, CAP/XO, with a list of names, dates and flight times.
5. NHQ will consider conducting orientation flights at other than U.S. military aero clubs on a case-by-case, waiver basis. Organizations that want to provide orientation flights will be asked to provide documentation that includes, as a minimum, detailed information about the organization itself, number of years' experience operating in that area, proof of insurance coverage, aircraft maintenance procedures and records, and pilot qualifications. The NHQ will use this information to determine if it is in the best interest of CAP to contract with the organization to conduct cadet orientation flights.

6. For questions regarding this interim change letter, contact Col Arlinda Bailey, CAP/XO, [abailey@cap.gov](mailto:abailey@cap.gov) or Susie Parker, CAP/DP, [sparker@capnhq.gov](mailto:sparker@capnhq.gov).

MARK E. SMITH  
Major General, CAP

CC:  
CAP CV/XO/IG/COO/DO/CP/DP/GC/IT  
CAP-USAF CC/CV/IG/JA/XO