



HEADQUARTERS OREGON WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
28735 Grumman Drive
Eugene OR 97402-9542



11 February 2016

MEMORANDUM FOR OREGON WING UNIT COMMANDERS

FROM: ORWG/CC

SUBJECT: Updated Instructions for Requesting Unit Firearms Training

1. This memorandum is an updated reminder for unit commanders and activities officers on the requirements for conducting firearms training.
2. In accordance with CAP Regulation 52-16 (1 NOV 15), Paragraph 2-9b, "Cadets may participate in firearm training if the wing commander approves the training facility and sponsoring personnel or agency in advance and in writing. Training must be sponsored and supervised by military personnel qualified as range safety officers; local law enforcement officers qualified as firearms instructors; or National Rifle Association, National Skeet Shooting Association or Amateur Trap Shooting Association firearms instructors."
3. In order to accomplish getting this approval, a CAPF 54 – High Adventure Activity Request must be submitted to the Oregon Wing administrative officer at admin@orwg.cap.gov. The request will be logged and forwarded to the Oregon Wing Safety Officer, Lt Col Tanory, for review (as a subject matter expert). Finally Lt Col Tanory will forward the request to myself for final approval via the Sertifi electronic signature system.
4. The Oregon Wing Safety Officer will review each firearms training request for completeness and safety. Specifically, each request will be reviewed for:
 - a. WHEN will the training take place?
 - b. WHERE is the training taking place?
 - c. WHO will the qualified range master (describe qualifications)?
 - d. WHO will be the additional supervision for the activity (≥ 2 , in accordance with CPPT; and are one or more of these CAP members enrolled in the Safety Track)?
 - e. Has an ORM assessment been made and documented?
 - f. What type firearm (rifle or pistol) and what caliber will be involved?
 - g. Who is providing the firearms?
5. In order to facilitate training, if the unit has a training plan that includes this information for an entire fiscal year (1 OCT – 30 SEP), then I am willing to approve these requests annually, not to extend past 30 September each year.
6. Questions regarding these instructions can be directed to me at (541) 591-0740, or j.longley@orwg.cap.gov. You may also wish to consult Lt Col Tanory at (503) 720-4653 or ted.tanory@gmail.com.

//Signed//

JOHN R. LONGLEY, JR., Col, CAP
Commander