HEADQUARTERS MID-ATLANTIC REGION
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
1812 Pondside Court
Greensboro, NC 27455

1 February 2026

MEMORANDUM FOR 2026 COL ROLAND BUTLER POWERED FLIGHT ACADEMY SELECTEES

FROM: Activity Director

SUBJECT: Welcome Letter

1. Congratulations on your acceptance to the MAR Roland Butler National Flight Academy!

2. **Please read this detailed Welcome Letter in its entirety**. All sections are important and there are immediate action items you'll need to complete to retain your slot in this activity.

3. **2026 Col Roland Butler Powered Flight Academy Details Overview:**
   About: This activity is a National Cadet Special Activity (NCSA) in support of Cadet Flight training. The National Flight Academy (NFA) is an aviation training activity for CAP Cadets which includes at least 10 planned hours of flight instruction from FAA certified flight instructors in CAP airplanes and up to 25 planned hours of corresponding ground instruction in accordance with an approved training syllabus that meets all requirements for student solo flight IAW Federal Aviation Regulations (FAR) and all applicable CAP Regulations and Standards.
   Dates: 11-19 July 2026
   Address: Kershaw County Airport, 2203 Airline Drive, Camden, SC 29020
   Time Zone: Eastern

4. **Action Needed: Accept OR Decline Your Slot in Writing by March 14 (For Summer)**
   To accept your slot:
   - Please email Col Paul McCroskey at pmccroskey@mar.cap.gov with the subject line: Slot Acceptance 2026 Col Roland Butler Powered Flight Academy.
   - In the body of the email, confirm you plan to attend.

   To decline your slot:
   - Please go to Registration Zone and cancel your application for 2026 Col Roland Butler Powered Flight Academy.
   - Send a courtesy email to Col Paul McCroskey at pmccroskey@mar.cap.gov notifying the staff you have cancelled.

   It's ok if you change your mind and decide that this activity is not a good fit for you. We simply ask your courtesy to take action and decline your slot. This helps us offer that slot to another cadet on the alternate list. Thank you for communicating in a timely manner.

If you do not communicate any action by March 14, we will assume you are declining your slot.

5. **Payment Policies (Summer)**
   - Important payment dates:
     - Standard Payment $1,400.00. Due date: April 15. Paying early saves you $100.
     - Late Payment is accepted Apr 16-22, but a $100 late fee is automatically added to your tuition total.
   - You must pay online in Registration Zone using PayPal or a credit card.
   - If you haven't paid your tuition by April 22, National will unslot you on April 23 and you will be at the bottom of the alternate list.

   Due to the complex nature of National Cadet Special Activities, no refunds are available after April 30.

   If you were a Lift/Top financial assistance recipient OR Activity Scholarship recipient, you will have already been notified via email and your relevant tuition payment will have been entered in Registration Zone at the time you were slotted. Please check your activity card in Registration Zone to see if you have any balance due.

6. **Travel Rules and Expectations**
   Students may arrive/depart from the following locations for this activity:

   If you are flying commercially:
   - You must fly into and out of Columbia Metropolitan Airport (KCAE), 3250 Airport Blvd, West Columbia, SC.
   - Your flight must arrive between 0700L and 1000L on 11 Jul.
   - Your flight must depart between 0900L and 1200L on 19 Jul.
   - These timelines are firm. We only have drivers and vans available within these timelines on Arrival and Departure dates.
   - We are not able to accommodate Unaccompanied Minors. We do not have the resources to participate in the Unaccompanied Minors program.

   If you are traveling by commercial bus to GREYHOUND BUS STATION, 204 Wall St, Camden, SC 29020:
   - Please plan to arrive between 0700L and 0900L on 11 Jul.
   - Please plan to depart between 0700L and 0900L on 19 Jul.
   - These are the only times we can accommodate a pickup at the bus station

   If you are traveling by commercial rail to CAMDEN AMTRAK STATION, 1060 West Dekalb Street Camden, SC 29020:
   - Please plan to arrive between 0700L and 0900L on 11 Jul.
   - Please plan to depart between 0700L and 0900L on 19 Jul.
   - These are the only times we can accommodate a pickup at the bus station

If you are being dropped off/picked by personal car:

- Please arrive at Kershaw County Airport between 0800L and 0900L on 11 Jul.
- Please depart at Kershaw County Airport between 0700L and 0900L on 19 Jul.

If you are driving yourself, you will be expected to turn in your keys upon arrival.

Due to the complex nature of our activity, participants are only able to travel to and from the options listed in this Welcome Letter.

Please confirm your travel plans as soon as possible, ensuring your travel dates and times meet the travel rules above.

- Please email your travel itinerary to Col Paul McCroskey at pmccroskey@mar.cap.gov no later than 31 Mar.
- In that email, please include your method of travel, arrival date and time and departure date and time.

7. **Lodging**
   Your lodging is included with your activity tuition. This activity will be housed in a college dormitory environment. Each dorm room has two beds and cadets will have a roommate of the same gender.

8. **Meals**
   All meals are included with your activity tuition. If you have prescribed dietary restrictions, allergies or food-related accommodations requests, please ensure all of that information is entered and up to date in CAP Health in eServices. This helps us generate a list for our food service providers, where applicable.

9. The following are some details you need to know in order to properly prepare for the summer:
   a. You must be at least 16 years old by 11 Jul.
   b. You must obtain and possess for Academy check-in:
      1) A pilot logbook (Academy may have some logbooks free of charge if you do not already possess one – please specify).
      2) A US federal or state government issued photo identification card, driver's license or photo identification card – not a school ID card.
      3) An original birth certificate or current passport/passport card (to present to your instructor prior to start of training).
      4) Current CAP ID card.
   c. You must complete the following on-line CAP courses in E-Services/ADSORB:
      1) Aircraft Ground Handling ***within the past 2 years.***
      2) Aircrew Professionalism.
      3) Cadet Protection Training, if 18 years or older by 11 Jul.
   d. You need to complete the electronic Statement of Understanding in Ops Quals, Pilot, Prerequisites.

e. You must complete the on-line course found at www.aviation101.org through at least Module 7 and provide completion documentation at check-in.
f. You must pay your activity fees by date established as mentioned above.
g. You must communicate with the Activity Director concerning travel plans, ABSORB course completions, and other administrative data via Cadet Questionnaire and other communication.

10. To graduate from the Academy, you must accomplish the following:
    a. Complete 80% of the activity requirements.
    b. Actively participate in 80% of the contact hours and not dismissed early for behavior.
    c. Activity Director determines course objectives met.

    While solo flight may be authorized depending on a myriad of circumstances, it is not required in order to complete and graduate from the Academy.

11. **Activity Expectations**
    - National Cadet Special Activities are fun, but intentional learning and career exploration experiences.
    - You will be busy with programming from early morning through the evening.
    - We expect you to be fully engaged in the activity, with your wingmen, senior staff, guest speakers and instructors.
    - Expect that you will not be on the internet or with regular access to your phone.
    - Set expectations with your friends and family that you will generally not be available by text, email or social media while at this activity.

Paul G. McCroskey II

DN: cn=Paul G. McCroskey II, o=Civil Air Patrol, ou=Mid Atlantic Region, email=pmccroskey@mar.cap.gov, c=US
Date: 2026.01.27 08:55:30 -05'00'

PAUL G. MCCROSKEY II, Colonel, CAP
Activity Director

Attachments:
1. Cadet Information Questionnaire
2. Clothing and Equipment Packing List

COLONEL ROLAND BUTLER POWERED FLIGHT ACADEMY

CADET INFORMATION QUESTIONNAIRE

- Welcome to the 2026 Colonel Roland Butler Powered Flight Academy
- To help us know you better, we need all applicants to fill in **completely** the following questionnaire to pmccroskey@mar.cap.gov.
- Additional activity information will be sent to you after receipt of this questionnaire
- If you will **not** be attending this activity, please fill in your name, address. In the Certification section, check the appropriate box, sign and return to activity director immediately.

CADET INFORMATION

Name (first, mi, last):		
Date of birth:	CAPID:	Exp Date:
Current address:		
City:	State:	ZIP Code:
Hm Ph:	Cell Ph:	Email:
Weight, fully clothed:	T-Shirt Size (unisex): ☐ Small ☐ Medium ☐ Large ☐ XLarge ☐ XXLarge	

PRIOR FLIGHT EXPERIENCE

CAP Orientation Flight: ☐ No ☐ Yes If Yes, number of flights:

Prior Flight Academy: ☐ No ☐ Yes If Yes, Where/When:

Number of Flights/Flight Hours: Solo: ☐ No ☐ Yes

STUDENT LICENSE AND MEDICAL DATA

Current FAA Student Certificate Number:

Current FAA Medical – Class and Date:

PARENT INFORMATION

Name of parent(s):

Email:	Phone:

CITIZENSHIP

I am a United States Citizen: ☐ No ☐ Yes

I am a citizen of another country with a Green Card or Diplomatic Status: ☐ No ☐ Yes
(you will require additional security screening by the Transportation Security Administration, which MUST BE completed prior to start of the Academy)

I will use as proof of citizenship for TSA purposes: ☐ Original Birth Certificate ☐ Current Passport or Passport Card

I will use as my government issued photo ID: ☐ Current Passport or Passport Card ☐ State Driver License/Permit ☐ Military ID ☐ Other (Specify)

You MUST bring proof of citizenship and a government issued ID to the Academy with you in order to receive ANY training. And the photo ID must be in your possession at all times along with your pilot and medical certificates

TRANSPORTATION – GETTING TO THE ACADEMY

Private Automobile ☐	Private Aircraft ☐	Commercial Aircraft ☐
Corporate Vehicle ☐	Corporate Aircraft ☐	Greyhound ☐
AMTRAK ☐		

If traveling commercially, the Academy will require your specific arrangements prior to the Academy. Columbia Metropolitan Airport is the nearest commercial airport. Nearest AMTRAK and Greyhound stations are in Camden, SC

COLONEL ROLAND BUTLER POWERED FLIGHT ACADEMY

SPECIAL NEEDS		
☐ I get motion sickness	☐ I'm afraid of heights	☐ I'm claustrophobic
☐ I get altitude sickness	☐ I need special medications, explain below	☐ Any other special needs including diets, explain below
☐ Other, explain below or on a separate sheet		
Remarks (Medical Prescriptions or Special Dietary Needs):		

EMERGENCY CONTACT INFORMATION – MUST BE AN ADULT OVER 21 YRS OF AGE		
Name		Relationship:
Address		Cell Ph:
City	State	Zip
Email:	Alternate contact	

Please feel free to contact the Activity Director with any questions or concerns, preferably via e-mail Col Paul McCroskey, pmccroskey@mar.cap.gov

Return this questionnaire no later than March 31, 2026, via e-mail

CERTIFICATION	
I hereby certify that all the information contained herein is true and correct to the best of my knowledge	
I ☐ WILL ☐ WILL NOT be attending this Flight Activity.	
Signature of applicant:	Signature of Parent:
PRINT Applicant's Name	PRINT Parent's Name
Date Signed:	Date Signed:

CADET CLOTHING AND EQUIPMENT PACKING LIST

Note: NFA-MAR is not responsible for the loss of personal equipment. Laundry facilities are not readily available.

REQUIRED:

1. **Current CAP ID Card**
2. **Proof of Citizenship (Current Passport or Passport Card or Birth Certificate) must be original**
3. **Current government issued photo ID card**
4. **FAA Medical Certificate**
5. **FAA Student Pilot Certificate**
6. Transportation tickets (For those traveling by plane or train or bus)
7. NFA Phone numbers/directions
8. Pilots Flight Logbook – Civilian Style
9. Towel and washcloth. Recommend 2 sets; one to dry out, one to use
10. Bedding linen (twin size pillowcase, fitted sheet, flat sheet) or sleeping bag, blanket
11. Males: minimum three pairs of Khaki or Tan shorts or pants
12. Females: minimum three pairs of Khaki or Tan shorts/pants or capris. (Shorts should have a minimum inseam of 7"; aircraft seats can get hot)
13. Belt
14. Athletic shoes or sneakers (Do not bring open-toed shoes, foot shaped shoes, ballet shoes, swim shoes, or sandals to fly in – they will not be permitted!)
15. ***COVID Return Home Plan / COVID Face Mask***
16. Sunglasses and extra prescription eyewear (glasses or contacts)
17. Prescriptions, as required
18. Sunscreen, lip balm
19. Spending money
20. Underwear, and personal grooming items (Should be enough to last the week)
21. Water bottle or Camelback style hydration gear
22. Extra clothes hangers
23. Female cadets: tank top or sports bra

OPTIONAL:

1. Personal Flight Equipment such as Aviation Headset
2. PT gear
3. Off-duty time clothing or clothing for commercial flights. (Not much required as students will not have much off duty time)
4. Small backpack or flight bag
5. Kneeboard
6. Wristwatch
7. Pens, pencils, highlighters
8. Small personal fan for room
9. Padlock
10. iPad or small laptop