



**HEADQUARTERS COLONEL ROLAND BUTLER POWERED FLIGHT ACADEMY
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILLARY**
121 Bainbridge Way
Bluffton, South Carolina 29910

1 March 2019

MEMORANDUM FOR SELECTEE OF THE COLONEL ROLAND BUTLER POWERED FLIGHT ACADEMY

FROM: Director, Colonel Roland Butler Powered Flight Academy

SUBJECT: Letter of Acceptance

1. Congratulations on your selection to attend the Colonel Roland Butler Powered Flight Academy this summer at Woodward Field, Kershaw County Airport, Camden, SC. I am pleased you have taken this opportunity to broaden your view by attending this premier Flight Academy, now in its 23rd year of operation. I can assure you that you will enjoy an incredible opportunity and be challenged to the maximum as this will be intense training and potentially one of the most rewarding experiences of your life.
2. This letter provides initial details concerning your preparation for and arrival at the academy for your planning purposes and requires you to take action **now** to complete your enrollment. I will forward you more instructions in the near future, but plan to arrive at Woodward Field, Kershaw County Airport on Saturday, 29 Jun 19, between 1200-1600L (Eastern). The Academy will be dismissed at 1100L on Sunday, 7 Jul 19.
3. To formally enroll in the Academy, you must do the following now:
 - a. Complete the attached information form and return via e-mail to m Bailey@cap.gov by 31 Mar 19
 - b. Pay an activity fee deposit of \$100 to HQ CAP no later than 31 Mar 19 and full, final payment by 30 Apr 19, unless specific alternate arrangements have been made. Failure to pay will result in your removal from activity slotting. This link provides more information as to fee payment methods:
<https://www.capnhq.gov/CAP.Events.Web/Documentation/NCSAEventsPaymentDirections.pdf>
 - c. Apply for a FAA Student Pilot Certificate prior to 31 May 19; e-mail a scanned copy to m Bailey@ap.gov.
 - d. Take a FAA medical exam and be issued a FAA Third Class Medical prior to 31 May 19; e-mail a scanned copy to m Bailey@cap.gov.
 - e. Send me a signed copy of your completed CAPF 31 via e-mail to m Bailey@cap.gov
4. 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 29 Jun 19
 - b. You must obtain and possess for Academy check-in:

- 1) A valid Third Class Medical Certificate – see attachment
 - 2) Student Pilot Certificate – see attachment
 - 3) A pilot logbook
 - 4) A US federal or state government issued photo identification card, driver's license or photo identification card – not a school ID card
 - 5) An original birth certificate or current passport/passport card (to apply for your Student Pilot Certificate AND to present to your instructor prior to start of training)
 - 6) Current CAP ID card
 - 7) Signed CAPFs 31, 160, 161 and 163
- c. You must complete the following on-line CAP courses in E-Services:
- 1) Aircraft Ground Handling
 - 2) Basic and Intermediate Operational Risk Management
 - 3) Cadet Protection Training, if 18 years or older by 29 Jun 19
- d. You must complete the on-line course found at www.aviation101.org through at least Module 7 and provide completion documentation at check-in
- e. You must pay your activity fees by date established as mentioned above
- f. You must communicate with the Activity Director concerning travel plans, attainment of medical and student pilot certification, and other administrative data via Cadet Questionnaire and other communication
5. 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.

6. Please contact me preferably at m Bailey@cap.gov should you have any questions. I will be sending you additional information about the Academy shortly. I look forward to meeting you this summer and hearing from you even sooner!

(Signed)
MARK H. BAILEY, Lt Col, CAP
Activity Director

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1. Cadet Questionnaire (Fillable WORD Document)
2. License and Medical Application Process and Procedures