



**HEADQUARTERS COLONEL ROLAND BUTLER POWERED FLIGHT ACADEMY
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILLARY**

121 Bainbridge Way
Bluffton, South Carolina 29910

1 March 2023

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 Historic 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 26th 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, 15 Jul 23, between 1230-1600L (Eastern). The Academy will be dismissed by 0800L on Sunday, 23 Jul 23.
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 mbailey@cap.gov by 31 Mar 23
 - b. Pay an initial deposit fee by 31 Mar 23 and the balance of payment due by 30 Apr 23. Log into eServices where you will be directed to the Online Payment page. Select 'Registration and Payment System' from the 'Cadet Programs' menu. Then select the 'Online Payment' module from the menu. If you are unable or do not wish to make an online payment, follow the instructions under 'Mail-In Payment Form' on the menu. You may not attend if you have not paid in full prior to arriving at the activity.
 - c. Apply for a FAA Student Pilot Certificate prior to 31 May 23; e-mail a scanned copy to mbailey@ap.gov.
 - d. Take a FAA medical exam and be issued a FAA Third Class Medical prior to 31 May 23; e-mail a scanned copy to mbailey@cap.gov.
 - e. Send me a **signed** copy of your completed CAPF 31(or 60-81) and CAPFs 160, 161, and 163 via e-mail to mbailey@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 22 Jul 23
- 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 (Academy has a number of logbooks free of charge if you do not already possess one)
 - 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 (or 60-81), 160, 161 and 163
- c. You must complete the following on-line CAP courses in E-Services/AXIS:
 - 1) Aircraft Ground Handling **within the past 2 years**
 - 2) Basic **and** Intermediate Operational Risk Management
 - 3) Cadet Protection Training, if 18 years or older by 15 Jul 23
- 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. Risks from COVID have been greatly reduced over the recent years, but if you become symptomatic while at the activity, an adult—family member or guardian—will need to be able to retrieve you or come stay with you, at their own expense, within 24-hours, if you are unable to transport yourself.

7. If I do not hear from you by 31 Mar 23 **and** you have not submitted your initial deposit, your selection is subject to cancellation and your slot reassigned to an individual on the alternate list. Please contact me preferably at mbailey@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