HEADQUARTERS ROBERT AYRES NATIONAL FLIGHT ACADEMY
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILLARY
208 Pinewood Rd
Baltimore, MD 21222

01 March 2026

MEMORANDUM FOR SELECTEE OF THE ROBERT AYRES NFA-MD POWERED

FROM: DIRECTOR

SUBJECT: LETTER OF ACCEPTANCE

1. Congratulations on your selection to attend the Robert Ayres National Powered Flight Academy this summer at the Hagerstown Regional Airport, Richard A. Henson Field. I am pleased you have taken this opportunity to broaden your view by attending this premier Flight Academy, now in its 36th 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 act **now** to complete your enrollment.

3. This activity places equal emphasis on the ground instruction as well as the flight instruction. If you meet the minimum proficiency, the FAA Private Pilot written test will be administered at the end of the academy. For this purpose, this academy has two (2) mandatory ground school weekends which you must attend in-person as part of the academy. If you are unable to attend all phases of this program, please let us know now so that we can pursue an alternate candidate.

    a. **Ground School Dates:**
        i. Weekend 1: 17-19 April 2026
        ii. Weekend 2: 05-07 June 2026

    b. **Flight Academy:** 03 July – 12 July 2026

4. To formally enroll in the academy, you must do the following now:
    a. Pay an initial deposit fee ($100) ASAP to confirm your attendance. **The balance of payment is due by 17 March 2026**. This is earlier than other academies due to our earlier start date with the ground school weekend training.
        i. If your payment is not received by this date, your attendance could be cancelled.

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5. Reporting Location/Time:
    a. Hampton Inn; I-81 Maugansville
        i. 18300 Peak Circle, Hagerstown MD 21742
        ii. Friday arrival time: 1800 hours
    b. Activity Base – Hagerstown Composite Squadron; MAR-MD-004
        i. Hagerstown Regional Airport, Richard A. Henson Field
        ii. 18621 Jarkey Dr., Hagerstown, MD 21742
        iii. Cadets will be taken to the activity base by academy staff.
        iv. Ground School weekend dismissals will be from the base location. Dismissal from the flight academy in July will follow the graduation ceremony at the hotel.
        v. Sunday dismissal time: 1500 hours (will vary)

6. Logistics
    a. All cadets will be housed at the Hampton Inn with 2 cadets per room.
    b. All meals will be covered by the Academy
    c. Packing lists for the Academy will be sent to attendees later.
    d. Students will wear appropriate uniforms for the ground school; however, alternative academy clothing will be worn for the flight portion of the academy.
    e. Each NFA Student will receive a full Private Pilot training kit courtesy of the academy on the first weekend of ground school. This will include all books and supplies needed for the academy. More information will be provided later.
    f. Students will receive additional information concerning travel arrangements. Do not make any travel arrangements until advised.

7. Here are some action items you need to do now:
    a. As part of the application process, you should have already supplied a copy of your student pilot certificate.
    b. In addition to your student pilot certificate, you should have already obtained your third-class medical certificate. This will need to be supplied electronically to the Activity Director.
    c. The following courses must be completed in e-services:
        i. Aircraft Ground Handling (*within the past 2 years*).
        ii. Basic **and** Intermediate Operational Risk Management
        iii. Cadet Protection Training, if 18 years or older by 31 March 2026.

8. You must obtain and possess the following at check-in for the Academy:
    a. Current CAP ID Card
    b. Student Pilot Certificate with signature block signed on the back.
    c. A valid and signed Third-Class Medical Certificate
    d. A US federal or state government issued photo identification card, driver's license or photo identification card – not a school ID card
    e. An original birth certificate or current passport/passport card (to present to your instructor prior to start of training to meet FAA training requirements)

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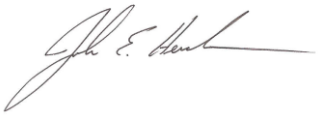
9. To successfully graduate from the academy, you must accomplish the following:
    a. Actively participate in 80% of the contact hours and not be dismissed for behavior
    b. The Activity Director will determine if course objectives are met
    c. While solo flight may be authorized if required proficiency is demonstrated, it is not required to graduate from the activity.
    d. Students who demonstrate consistent proficiency on the practice tests will be permitted to take the FAA written examination at the conclusion of the activity. This is paid for by the activity, however, success on this examination is not required for graduation.

10. Risks from COVID have been greatly reduced over 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 stay with you, at their own expense, within 24 hours, if you are unable to transport yourself.

11. If I do not hear from you and/or you do not pay your initial deposit by 07 Mar 26, your selection is subject to cancellation, and your slot could be reassigned to an individual on the alternate list. If you do not pay your balance by 17 March, you will lose your spot, and an alternative will be selected. Please contact me preferably at JHenderson@cap.gov should you have any questions.

12. I will be sending you additional information on a regular basis concerning the activity. Some of these items will be informative in nature, and some will require action to be taken. Each cadet accepted into the activity is expected to maintain consistent communications with the activity staff as directed.

13. We look forward to meeting you in April and assisting you with the start of your aviation career!



JOHN E. HENDERSON, Lt Col, CAP
ACTIVITY DIRECTOR