



CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
CADET AVIATION GROUND SCHOOL



TO: Distribution
FROM: Major Kevin S. Divers, Director
SUBJECT: Cadet Aviation Ground School Welcome Letter

Date: 10 April 2019

Congratulations on being selected for the Cadet Aviation Ground School (CAGS). CAGS is a Civil Air Patrol training course where the focus is on aviation academics in an environment of leadership and teamwork. The study requirements are intense and students who choose not to meet the school's intense standards may be sent home at any time, at their own expense. The Director's decision is final.

Students completing the school with a final test grade average of 70% or better will receive the CAP Cadet Aviation Ground School Certificate of Graduation that includes an endorsement towards taking the FAA Written Examination within a year of graduation from CAGS. Others will receive a Certificate of Attendance and credit for a National Cadet Special Activity (NCSA), provided that they have met CAP's 80% participation rule.

Payment due dates are published on the NCSA website, however please contact us if you need assistance. Once payment for the school is received, you will be sent a required Pre-Study Package.

GENERAL:

- Regardless of mode of travel, students must report to Billeting at the I.G. Brown Training and Education Center, at McGhee Tyson ANGB, Air Base Road, Louisville, TN, on **Sunday 30 June 2019**, between 1300 & 1500 hrs. EDT. Detailed information will be sent out later.
- Participants should not travel in uniform but should be prepared to be in uniform by 1600.
- Initial briefing begins at 1600 hours, Sunday, 30 June 2019, continuing after a dinner break at 1700.
- Personal time will begin at 2000 hours at which time calls home are to be made. (time permitting calls can also be made before 1530 on that day)

TRANSPORTATION:

- The CAGS training cycle runs from 1600 hrs. **Sunday 30 June to 1200 hrs. Saturday, 13 July 2019.**
- All students will initially report to Billeting at the I.G. Brown Training and Education Center, McGhee Tyson ANGB, Air Base Road, Louisville, TN, between 1300 & 1530 hours EDT, on Sunday 30 June 2019.
- Those **flying commercial air** should plan to arrive at Knoxville airport (TYS) before 1400 hours on Sunday 30 June and schedule departing flights on the 6 July for after 1400. Transportation from the airport terminal to the air-base will be provided that we are kept notified of the flight details.
- Anyone **flying general aviation** should use TAC Air FBO at McGhee Tyson (TYS), but must contact the Course Director ASAP, but NLT 26 June, to make transit/tie down arrangements.
- **Driving In:** McGhee Tyson is an active military facility and all non-military personnel, including drivers dropping off passengers, will require prior security clearance in order to access the base. Detailed information will be sent out later. All drivers must have a copy of their vehicle insurance policy.
- **Students driving themselves** will turn in their keys on arrival; they will be returned at out-processing.
- **NOTE:** The time constraints of opening up a program of this complexity require extensive resource management which is the basis for our published time schedule. That said if you have a need deviate please contact us ASAP, with the understanding that any exceptions require the prior written approval of the Director.
- Experience shows that travel by **commercial bus service** is highly unreliable and is not recommended!
- **Anyone delayed in transit** must notify the Director immediately at [\(615\) 681-2539](tel:6156812539).

GUESTS & GRADUATION:

As stated previously, McGhee Tyson is an active military facility and neither the base, nor we are set up to accommodate visitors during academic period of the school, however guests are welcome to attend the Graduation on **Saturday morning, 13 July**. Further details will be published later.

ADDITIONAL DOCUMENTATION:

We need the following with your signature and, if you're under 18, **that of your parents**. These forms must be completed and emailed to the Course Director (128554@tnicap.us) **NLT 15 April**. You will receive an e-mail confirming delivery. **All documents MUST be in either Microsoft Word or PDF. Other formats including scanned images are not acceptable!**

- [CAPF 31](#) (New # CAPF 60-81). You can either download your original application, or create a new form.
- [CAPF 160](#) (Health History, Prescription Self-Medication & Treatment Permission),
- [CAPF 161](#) (Emergency Information). You should also be carrying a copy at all times.
- [CAPF 163](#) (Over-The-Counter Medication; if you're under 18,)

UNIFORM AND SUPPLY REQUIREMENTS:

Required Uniforms:

- At least one set of ABU. Must meet ABU standards in [24 Oct 2016 Wear Instructions](#) or newer guidance
- At least one set of short sleeve AF blues **WITH** tie or tab. Meets standards of [CAPM 39-1](#), Section 4.1.9

Bedding: Linen sets (sheets, pillow & case, blanket & towel.) will be provided, however students should bring their own colored sports/swimming towel, to prevent being confused as the USAF issue towels.

Additional Items: Each cadet should also bring the following clothing and supplies.

- 2 pair medium gray slacks (not capri pants, one pair can be cargo pants), IAW CAPM 39-1, 5.2.2.4
- Casual/leisure wear (no inappropriate images/slogans) including athletic shoes
- Underwear (six sets)
- Bathing Suit (one solid piece) & towel
- Toilet Articles/necessities
- Rain Coat or Poncho (clear plastic if possible)
- Light Jacket (optional)
- Pencils and notepads and other school items you would normally use for studying/taking notes
- Simple (cheap) Calculator
- Limited Spending Money for laundry, snacks, pizza, etc. There is a small Base Exchange and clothing store on base.
- Cell Phone, laptop, tablet (*valuable items are at your own risk. The USAF and CAP cannot be held responsible for your property.*) Note: you will not be permitted use messaging (phone or tablet) during class hours and various other periods.
- Two CAGS T-Shirts will be issued.
- Washers/dryers are available; we will provide laundry soap.

Do Not Bring:

- *EXPLOSIVES, KNIVES OR ANYTHING, WHICH LOOKS LIKE A WEAPON*
- *ALCOHOL*
- *MEDICATIONS NOT LISTED ON YOUR MEDICAL DOCUMENTATION*
- *VAPING OR TOBACCO PRODUCTS – Smoking by cadets is prohibited at all times during the training cycle. If you smoke, you will be sent home at your expense.*
- *LASER POINTERS/PENS*
- *GAMING SYSTEMS OR SPORTS EQUIPMENT*
- *FOOD OR SNACKS*

Emergency Contacts:

- Primary – Director, Maj Kevin Divers: (615) 681-2539; 128554@tnicap.us
- Secondary – Chief Instructor, Lt Col Al Van Lengen: (404) 202-8457; alvanlengen@mindspring.com