**OKLAHOMA WING HEADQUARTERS**
**CIVIL AIR PATROL**
UNITED STATES AIR FORCE AUXILIARY
3800 A Avenue Room 303, Mail Stop L-39
Tinker Air Force Base, Oklahoma 73145-9111

24 February 2025

MEMORANDUM FOR SWR NATIONAL FLIGHT ACADEMY- ADA, OK SELECTEES

FROM: Director, SWR NFA-Powered

SUBJECT: Welcome Guidance

Congratulations on your selection to attend the Southwest Region National Powered Flight Academy. This year's Academy will be held June 12-22, 2025 in Ada, OK.

This 10-day NCSA provides an in-depth look at flight operations and focuses on teaching the foundational flying skills used by all pilots. This course will challenge you both physically and mentally while laying a solid foundation upon which to build your skills as a pilot. As a new student pilot, you can expect this to be a time of intense personal growth and I look forward to seeing how each of you develop during your time at the Academy.

Please retain a copy of the notification email you received from NHQ regarding your selection for this activity as the email contains some very important information.

This year, flight training activities will be conducted at the Ada Regional Airport (KADH) located at 300 Ray Stout Boulevard, Ada, OK. Students and staff will be housed on the East Central University campus located a few miles from the airport. For those planning to arrive by commercial air, transportation to Ada will only be provided from the Will Rogers International Airport in Oklahoma City (KOKC). After you have officially accepted your slot you will receive additional guidance on making the appropriate travel arrangements as well as the deadlines for paying your activity fees.

**In order to accept your flight slot at SWR NFA-P you MUST make your initial $100 deposit in Registration Zone and email the following information to the Director at tshannon@cap.gov no later than 31 March 2025.**

1) A copy of your CAPF 60-81 (Form 31) signed by your parent or guardian.
2) The completed Flight Student Questionnaire (attached)

**If for any reason, you are unable to attend this year's academy please email the Director no later than March 31, 2025 at tshannon@cap.gov so that another cadet can be offered the opportunity to attend.**

In addition to the Student Questionnaire, you will also find a Prerequisite Checklist attached to this letter. Please make sure you read over the checklist very carefully. There are things on the checklist that will require your immediate action such as obtaining your student pilot certificate and your FAA medical certificate. We are only a few months from the start of the activity and the FAA is not known for its speed in processing documents. Failure to have these documents when the activity starts will severely limit your ability to get the most of your time at the Academy.

Again, I wish to congratulate you on your selection to attend the Southwest Region National Powered Flight Academy. My team and I look forward to working with each of you this summer in Ada.

Sincerely,

Tamara Shannon

Tamara Shannon, Captain, CAP
Director, SWR-NFA-P

Attachments:
1. 2025 Flight Student Questionnaire
2. 2025 Prerequisite Checklist

# 2025 Flight Student Questionnaire

## SWR National Flight Academy – Powered

**NAME:**_____ **CAPID:**_____

**I wish to ACCEPT ☐ DECLINE ☐ my student slot.**
*(If declining, do not fill out the remainder of the questionnaire)*

**1)** Tell us about you. What are your goals? Are you considering a career in aviation and if so what career?_____

**2)** Have you previously attended a National Flight Academy? **Yes** ☐ **No** ☐
If YES, which type Academy? **Powered** ☐ **Glider** ☐
Did you solo? **Yes** ☐ **No** ☐

**3)** Do you have any previous **powered** flight experience? **Yes** ☐ **No** ☐
If you answered YES, how many hours have you logged _____
*(orientation flights do not count, just officially logged instruction)*

**4)** Have you passed the FAA private pilot written exam? _____ **Yes** ☐ **No** ☐
If YES, what was the date of your exam?_____
*(completion of the FAA written exam is **NOT** a requirement to attend NFA)*

**5)** Do you currently hold an FAA student pilot certificate? **Yes** ☐ **No** ☐
If YES: **Certificate #**_____ **Issue Date:**_____

**6)** Do you currently hold an FAA Medical Certificate? **Yes** ☐ **No** ☐
If YES**: Class**_____ **Issue Date:**_____

**7)** Do you have any special dietary needs? **Yes** ☐ **No** ☐
If YES: Please explain:_____

**8)** Do you currently take any prescription medications? **Yes** ☐ **No** ☐
If YES, please list all medications:_____

**9)** Do you have any allergies to food, medications, wasps/bees, etc.? **Yes** ☐ **No** ☐
If YES, what allergy and how do you typically react if exposed?_____

Do you carry an epi-pen? **Yes** ☐ **No** ☐
Do you carry a rescue inhaler? **Yes** ☐ **No** ☐

**Complete questionnaire and email to the activity director at tshannon@cap.gov by March 31, 2025**

# 2025 Prerequisite Checklist

## SWR National Flight Academy – Powered

1) **APPLY FOR YOUR STUDENT PILOT CERTIFICATE.** This needs to be done immediately as the FAA does not do anything quickly and it will take some time for you to receive your certificate. Step-by-step instructions for obtaining your student certificate can be found using the *New User Guide* on the FAAs IACRA website https://iacra.faa.gov/IACRA/default.aspx . You will need to create an account. Once you have created an account, will be given an FTIN number and be able to complete the online application. MAKE SURE YOU WRITE YOUR FTIN NUMBER DOWN AND KEEP IT IN A SAFE PLACE. Once you have completed your online application, you will be required to have your application verified by either a CFI or an FAA FSDO Office, they will need your FTIN number and a few other documents in order to validate your application. If you have a CFI in your unit they would be the ideal resource to reach out to for assistance. YOUR CERTIFICATE WILL NOT BE PROCESSED BY THE FAA UNTIL IT HAS BEEN VALIDATED. You should receive an email once everything is complete giving you access to a temporary certificate. You will receive your permanent certificate sometime later via old fashion snail mail.
   **Please send a photocopy of your certificate to tshannon@cap.gov no later than May 12, 2025. YOU MUST HAVE YOUR STUDENT CERTIFICATE ON YOUR PERSON AT ALL TIMES WHEN FLYING and you CANNOT SOLO WITHOUT ONE.**

2) **OBTAIN YOUR FAA MEDICAL CERTIFICATE.** At a minimum you will need a Class III medical. Medical certificates may only be obtained through an FAA Aviation Medical Examiner (AME). Before scheduling your examination, you will need to go to the FAA MedXPress website https://medxpress.faa.gov/medxpress/ and fill out an online application. You will be given a confirmation number to provide to the AME so that they can pull up your application at your appointment so don't lose it. If you need help in locating an AME in your area you can find a listing at https://www.faa.gov/pilots/amelocator . This is not something you want to procrastinate on. Because there are a limited number of AMEs, appointments can oftentimes be several weeks out.
   **Please send a photocopy of your medical certificate to tshannon@cap.gov no later than May 12, 2025. YOU MUST HAVE YOUR MEDICAL CERTIFICATE ON YOUR PERSON AT ALL TIMES WHEN FLYING. You CANNOT SOLO without your medical.**

3) Complete the following courses in AXIS. Once all four courses are complete please let us know by sending an email to tshannon@cap.gov Courses should be complete no later than April 30, 2025.
   - Aircrew Professionalism
   - Aircraft Ground Handling
   - Basic ORM (Operational Risk Management)
   - Intermediate ORM (Operational Risk Management)

4) Complete the following AOPA Safety Courses. These courses can be found at https://aopa.org/training-and-safety/air-safety-institute/safety-centers/student-pilots Once you have completed the course email a copy of the completion certificate to tshannon@cap.gov and bring a printed copy with you to NFA. Courses should be complete no later than April 30, 2025.
   - Know Before You Go
   - Runway Safety
   - Essential Aerodynamics
   - Do the Right Thing

5) Purchase a logbook. You can find them at most FBO's, Sporty's Pilot Shop, or online at Amazon.com. Bring it with you to NFA.