



HEADQUARTERS
CIVIL AIR PATROL – OKLAHOMA WING
UNITED STATES AIR FORCE AUXILIARY
3800 A Avenue ROOM 301
MAIL STOP L-39
TINKER AFB, OK 73145-9111



Operations Order
National Powered Flight Academy – Southwest Region
Shawnee, OK
16-25 June 2017

1. **Purpose.** This plan establishes the mission procedures and responsibilities for participation and support of the Powered Flight Academy – Southwest Region. This mission is in support of Cadet Flight Training.
2. **Mission Objective.** The Cadet Flight Academy is designed to give cadet participants at least 10 hours of flight instruction with an FAA Certified Flight Instructor. Cadets will be piloting CAP Cessna 172 or 182 aircraft. If the cadet's instructor determines that the cadet demonstrates the necessary knowledge and abilities to pilot the aircraft solo safely, the cadet's Student Pilot Certificate will be endorsed for solo flight.
3. **Funding.** The cadet activity fee (\$800.00) must be paid in full to HQ CAP no later than (NLT) 30 April 2016. Any late payments must be approved by the Activity Director. The following web address will explain how to send in the activity fee.
 - a. There is no activity fee for seniors serving as staff.
 - b. There is no activity fee for cadets serving as staff.

<https://www.capnhq.gov/CAP.Events.Web/Documentation/NCSAEventsPaymentDirections.pdf>

4. **Mission Number: 17-C-4426. Mission Symbol C22.**

5. **Student Responsibilities.**

- a. Students must be at least 16 years of age prior to the start of the academy.
- b. **PROOF OF U.S. CITIZENSHIP MUST BE PROVIDED UPON ARRIVAL AT SHAWNEE.** This can either be a raised seal Birth Certificate, or a U.S. Passport. Contact the Activity Director or Deputy if there are any issues or problems with the citizenship documents.
 - 1) **You will not be allowed to start training without this documentation.**
 - 2) **This proof of citizenship is not required if you already possess an FAA Third Class Medical and Student Pilot Certificate. Presenting proof of citizenship is required for the issue of these two documents.**

- c. Current CAP ID card, **signed** CAPF31, CAPF 32, 160, 161 and 163 will be required for all personnel.
 - 1) A scanned copy of your CAPF31 that has been signed by your parents must be emailed to Major Robin Rowden (denrowllc@aol.com) no later than 30 April.
- d. There is **no guarantee** cadets will be allowed to solo. However, it is highly recommended cadets obtain and have in their possession (prior to arrival) an **FAA 3rd Class Medical Certificate and a Student Pilot Certificate**.
 - 1) **Students will not be allowed to solo without these two documents.**
 - 2) FAA Medical Certificates can be obtained from any local Aviation Medical Examiner (AME). There are no provisions for students to obtain a medical after arrival at Shawnee.
 - 3) Scanned copies of your FAA Medical and your Student Pilot Certificate must be emailed prior to the start of the Academy to the AD (eduardo.angala@gmail.com) and the Chief Pilot (william.j.rowden@okwgcap.org).
 - 4) If you are unsure how to obtain a 3rd Class Medical and Student Pilot Certificate, contact a pilot in your local squadron for assistance. Also the cost for the exam usually varies within the local area; check with your pilots in your home unit as to who they normally go to. If you need further assistance contact the AD (eduardo.angala@gmail.com) or the Chief Pilot (william.j.rowden@okwgcap.org). If for medical reasons you are unable to be granted a Medical Certificate, let the staff know.
 - 5) **Obtaining a 3rd Class Medical certificate and Student Pilot Certificate (process):**
http://www.faa.gov/licenses_certificates/medical_certification/get/
http://www.ncsas.com/media/cms/How_to_Get_a_Student_Pilot_Certific_37D6902CFEF4C.pdf
 - 6) **Locate AMEs:** <http://www.faa.gov/pilots/amelocator/>
- e. Cadet Clothing and Equipment Requirements (PACKING LIST) are contained in **Attachment A**.
- f. **ALL students MUST complete BASIC Operational Risk Management (ORM) course, AND the Ground Handling course found in the CAP Learning Management System PRIOR to arrival.**

6. Staff/Instructor requirements.

- a. Due to the change in the Cadet Protection Course, all Senior Members and cadets age 18 or older are required to take the **NEW** Cadet Protection Basic Course. This must be completed prior to arrival.

- b. Flight Instructors must have their **TSA training completed** before the start of flight training. It is suggested all IPs carry a small copy of their TSA certificate.
 - c. ALL staff **MUST** complete both the **BASIC and INTERMEDIATE** (Operational Risk Management (ORM) courses found in the CAP Learning Management System **PRIOR** to arrival.
 - d. Flight Instructors must have a current CAPF 5 to include the C172.
- 7. **Air Operations, Scheduling and Documentation.** Air Operations will handle all scheduling activities. All mission information/documentation will be loaded to WMIRS. Air Operations will initiate CFA Flight Data Sheets for all sorties to instructors prior to the morning and afternoon sorties. Flight Instructors are responsible for filling out the information sheet completely after each flight. Sheets will then be given back to Air Ops for processing into WMIRS. Flight Instructors are responsible for filling out the Aircraft Flight Log. If this responsibility is passed on to the flight students, instructors are still required to verify the legibility and correctness of all entries.
 - a. Aircraft keys will be kept by Air Ops unless the aircraft is released for flight.
 - b. Flight Release Officer for the Flight Academy will be the Air Operations Branch Director. Back-up will be the Activity Director.
 - c. Aircraft will be refueled used using the particular aircraft's Shell Card. Ferry Flights will also use the Shell Card, and the Flight Academy mission number 17-C-4426. This procedure is a deviation from the standard (AF funded missions only) and has been approved by NHQ.
 - d. **Ferry aircraft pilots are to ensure that the aircraft's Shell Card is in the aircraft prior to departing home station.**
- 8. **Cadet Flight Time and Solo.** The Cadet Flight Academy is designed to give cadets at least 10 hours of flight instruction with an FAA Certified Flight Instructor. Cadets will be piloting CAP Cessna 172 or 182 aircraft. There is **no guarantee** that cadets will be allowed to solo, however.
- 9. **Aircrew Management and Safety.**
 - a. Safety is paramount and supersedes any mission objectives. In addition to the normal cautions associated with flight operations, all aircrews will be briefed to remain vigilant during low-level flight operations. Traffic conflict/resolution will be vitally important. High temperatures and density altitude will likely be factors. The National Risk Management system will be used. Duty day restrictions contained in CAPR 60-1 will be adhered to. The duty day is limited to 14 hours of official CAP duty with at least 10 hours of crew rest between the last official CAP duty and the first official CAP duty in the next duty period. A crewmember will not be scheduled for more than 8 hours flight time during a duty period. Any mishaps will be handled IAW CAPR 62-2.
 - b. **ALL PERSONNEL MUST HAVE COMPLETED THE AIRCRAFT GROUND HANDLING COURSE AND BE SAFETY CURRENT PRIOR TO ARRIVAL.**
 - c. All participants must be aware of staying hydrated. The ramp temperatures in Oklahoma have exceeded 110°F during the summer. Flying activities will be scheduled to take the high temperatures into consideration.
 - d. **Cadet "Selfies" when flying solo are prohibited at PFA-SWR.**

10. Billeting and Meals.

- a. All participants will be housed at St. Gregory's University, 1900 W MacArthur St, Shawnee OK 74804. **See Attachment C.**
- b. Cadets will be housed two to a room, with two rooms sharing a bathroom.
- c. Senior Members will be provided a single room sharing a bathroom.
- d. Sheets, towels, and pillow will **NOT** be provided and must be brought to the Academy by all the participants.
- e. The Mabee Aerobic Center will be available for a \$6.00 daily fee, if the training schedule permits. Cadets will be extremely busy so free time will be limited.
- f. Meals will be at St. Gregory's Dining Hall and are included with the activity fee. Cadets should bring extra money for lunch, snacks and extra drinks on 16 June. Our First Meal Service will be **Dinner** on 16 June.
- g. Graduation Dinner will be Saturday, 24 June at the St Gregory's Dining Hall. Family and Friends are invited, with a cost of approximately \$15 per guest. Dress is casual for guests or CAP Corporate Uniform for members.

11. Travel to and from the Flight Academy, and Check-In.

- a. **Senior Staff members and Flight Instructors** are to arrive on **16 June** by 1200 CDT at Shawnee Regional Airport (KSNL) and report to the **Terminal Conference Room**. FRO for inbound flights will be Lt Col Eduardo Angala (CAPID145503).
- b. **Cadet Student Pilots and Staff are to arrive on 16 June.** If flying in commercially, the arrival airport is to be **Will Rogers World Airport, Oklahoma City (OKC)**. **ARRIVAL TIME should be between 0900 – 1600 CDT.** If you are unable to make this time block, advise **Major Robin Rowden – preferably via email at denrowllc@aol.com**. You will be picked up by a CAP van for transport to Shawnee, OK. The AD will send further details regarding arrival information in a later email closer to the start of Flight Academy. However, if you arrive earlier than 0830 or later than 1600 you may be waiting a while for pickup.
- c. Cadet Student Pilots driving to Shawnee are to arrive after Noon on 16 June. Your room will not be available until after that time. Lunch will be at the cadet's expense, so plan accordingly.
- d. Cadets arriving by bus, arrive on 16 June at the **Oklahoma City Bus Terminal**.
- e. **Cadet Check-in** will be at the **Shawnee Regional Airport Terminal Conference Room**.
- f. See **Attachment B** for 16-June schedule.
- g. Departure for everyone is Sunday, 25 June. Dorm Check Out is NLT noon.
- h. Contact Major Robin Rowden (denrowllc@aol.com) with your travel plans NLT **8-June**. Report your mode of transport and ETA. Those traveling via airline or bus line, please provide carrier name, flight/bus number, and expected time of arrival into Oklahoma City.

12. Legal Restrictions. Aerial reconnaissance of ground targets from public airspace is not part of this mission purpose. Targeting or surveillance of persons, groups of persons, buildings, or vehicles is not authorized. Tracking of suspicious persons or vehicles to provide their continuous coordinates is prohibited.

13. Non-CAP Passenger Requests. IAW AFI 10-2701, non-CAP passengers will only be approved when their presence is “essential to the mission.” Their justification for flying on board will be included in the customer request. The passenger name and agency information must be entered into the WMIRS sortie page IAW current 1AF policy, but not later than 48 hours prior to take-off. If the name of passenger changes, the approval is still valid if the agency, job type (DOD, contractor, LEA), purpose, and number of passengers remains the same. The PIC will submit a completed CAPF 9 (If applicable.)

14. Aircrew Pre-flight and Clothing requirements.

- a. Prior to first flight of the day the IP is required to complete a weight/balance computation and a risk management survey. This task can be delegated to students as they gain experience.
- b. CAP uniforms must be worn in accordance with CAPM 39-1. The crew duty day will be IAW CAP regulations. If the NHQ waiver is approved, the flight uniform will be the Flight Academy tee-shirt/polo shirt, khaki or tan shorts and closed toe running shoes. Khaki or tan slacks/cargo pants can be substituted for shorts to prevent sunburn of the legs.
- c. If Staff Members or returning students have previous year’s tee-shirts or polo shirts, they are encouraged to bring them for wear. **If previous PFA Staff Members do not wish to purchase a new PFA Polo notify Major Robin Rowden.**

15. Personal Equipment.

- a. Each CAP pilot must carry current credentials as required by CAP and FAA regulations, including as current CAP membership card, pilot license, medical certificate, CAPF 101 card and appropriate current navigation charts.
- b. Students should bring notepads for ground school, and if they already own an aviation headset they should bring them.
- c. **Students must bring their own log book; private pilot or commercial pilot.**

16. Altitude and Weather Minimums. IAW the Powered Flight Academy Syllabus.

Name of Plan: PFA-SWR Operations Order

Plan coordinated/submitted by:

Name/Rank Eduardo G. Angala, Lt Col

Date: 1 March 2017

Wing Approval- Reviewed/approved by:

Wing Commander or Director of Operations:

Name/Date:

Date:

ATTACHMENT A
CADET CLOTHING AND EQUIPMENT
PACKING LIST

REQUIRED:

1. Pilots Flight Logbook – Civilian Style. Military Style logbooks are not suitable due to format differences.
2. Air Force Short Sleeve Blue Uniform Combination with Black Low-Quarter Shoes.
3. Bed sheets for an **EXTRA-LONG TWIN** bed and a light blanket. A sleeping bag can be substituted.
4. Small pillow.
5. Towel and washcloth, or two.
6. Two or three pairs of Khaki or Tan shorts or pants.
7. Brown or Black belt.
8. One or two CAP squadron or wing tee-shirt (if the cadet already possesses this).
9. Athletic shoes or sneakers.

Do not bring open-toed shoes, foot shaped shoes, ballet shoes or sandals to fly in – they will not be permitted!

10. Sunglasses and extra prescription eyewear (glasses or contacts).
11. Do we need to tell you to bring things like underwear, and personal grooming items? Really?

OPTIONAL:

1. Personal Flight Equipment such as Aviation Headset.
2. Camelback style hydration gear.
3. PT gear.
4. Off-duty time clothing. Not much required as students will not have much off duty time.
5. Small backpack or flight bag.
6. Kneeboard.
7. Wrist watch.
8. Pens, pencils, highlighters.

ATTACHMENT B

ACTIVITY SCHEDULE FOR STAFF AND STUDENTS

2017 SWR PFA @ Shawnee, OK

16 – June – 2017

STAFF

| TIME | WHO | ACTIVITY | WHERE |
|-------------|-------------------------|---|---------------------------------|
| 0900 - 1200 | ALL Staff & Instructors | Check In | KSNL Terminal – Conference Room |
| 1400 - 1500 | ALL Staff & Instructors | Mandatory Staff Training /ORM | Gordon Cooper Aviation Campus |
| | Instructor Pilots | Aircraft Assignments / Stand-Eval IP and Student Pairings | TBA |
| 1700 - 1800 | ALL | Dinner | SGU Dining Hall |

STUDENTS

| TIME | WHO | ACTIVITY | WHERE |
|-------------|----------|-------------------------------|---------------------------------|
| 0900 – 1400 | Cadets | Check In and Room Assignments | KSNL Terminal – Conference Room |
| 1600 - 1645 | Students | Cadets - ORM | Gordon Cooper Aviation Campus |
| 1700 - 1800 | ALL | Dinner | SGU Dining Hall |

STUDENTS & STAFF

| TIME | WHO | ACTIVITY | WHERE |
|-------------|------------------|------------------------------------|--------------------------------------|
| 1830 – 1900 | ALL | Welcome Briefing | SGU Commons Area |
| 1900 – 2030 | IPs and Students | Meet Your Instructor | SGU Commons Area |
| 2100 – 2130 | Cadet Staff | Preflight Vans - Update paperwork | Parking Lot – Rear Entrance to Dorms |
| 2200 | ALL | LIGHTS OUT – Mandatory Rest | SGU Dorms |

NOTE: Approximately an hour of “Get Acquainted Time” will be allocated to the instructors prior to the start of actual flight training on 17 June.



St. Gregory's University Campus Locator

