

2017 Desert Eagle Flight Academy Registration Instructions

2017 Flight Academy Student and Staff Applicants,

This document is to outline the actions you need to take to complete your registration. All the necessary forms are available for download from the web site

<http://deserteagle.wawg.cap.gov> **this is where you register to attend.**

Completed, signed forms are to be scanned in PDF format and emailed to: majormiket@me.com

Or mail the forms to:

Major Talley
4427 226th PL NE
Arlington, WA
98223-7603
Attn.: Flight Academy

CAP requires all members to complete the training listed below.

Members who apply for the Flight Academy must have completed the following before arriving:

Introduction to Safety
Current Basic Safety
OPSEC
Aircraft Ground Handling

In addition glider students and cadet staff must complete:

Wing Runner Course (if this does not appear in your eServices training record and you completed the course, bring a copy of the completion certificate)

Payments are to be made by check payable to Civil Air Patrol. Write "Desert Eagle" in the memo line of the check. If the applicant's last name is not the same as the name of the person signing the check, write the applicant's last name in the memo line also.

Mail the checks to:

Washington Wing Civil Air Patrol
P O Box 4459
Joint Base Lewis-McChord, WA
98438
Attn: Desert Eagle

IMPORTANT!

For power and glider students you will need certain documents from the FAA to make any solo flights at the Academy. Solo flights are not guaranteed. However, if you meet the training requirements and could make a solo flight you must have the documents listed below in your possession.

These documents can take 3 or more weeks to obtain so we suggest you start the process outlined in the "FAA Student Pilots Certificate and Medical info" document available on the Documents tab of the registration web site at the time you register. The detailed requirements are contained in FAA Advisory Circular AC-61-65F section 11. This document is on the Documents tab for download also.

If you do not have the required documents you may be able to receive flight training but would not be able to solo even if you meet all the training requirements.

All glider students need a FAA Student Pilots Certificate. They do not expire. A Class 3 FAA medical is **NOT** required for glider students.

All power students need a FAA Student Pilots Certificate **and** a FAA Class 3 medical. The student pilots certificate does not expire.

We will be making the final selection of the students on or about 10 May. All Cadets that have registered as students will be notified whether they have been accepted or placed on the waiting list by 11 to 17 May. If you are not accepted you may be offered the option of attending as a Cadet Staff member.

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Your detailed instructions in the form of a checklist are on the pages noted below. We suggest you download and print the page applicable to you and use it to check off the items as you get them done. You will be training to be a pilot. Flying involves extensive use of checklists - here's your opportunity to begin getting used to using checklists to ensure you have completed all your necessary tasks.

If you are applying as a Pre-Solo (**basic**) glider student see page 3

If you are applying as a Solo (**advanced**) glider student see page 4

If you are applying as a **power aircraft student see page 5 and 6**

If you are applying as a **cadet staff see page 7**

If you are applying as **senior staff see page 8**

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Pre-Solo (Basic) Glider students: Here's what you need to do – use this document as your “cockpit” check list!

- _1. You must have completed the second achievement in the Cadet Program (Hap Arnold and C/A1C) and be 14 years old at the time the Academy begins.
- _2. You must have completed a Class A Academy such as Cascade Falcon, a Winter Academy or an approved equivalent.
- _3. You must weigh between 100 and 200 pounds.
- _4. **Complete the registration** by filling in your information and submitting it on the registration web site
- _5. Download, complete and add the necessary signatures on the following forms

CAPF31

CAPF160

CAPF161

CAPF163

NOTE: make sure you have the necessary signatures (applicant, Parent or guardian, Squadron commander and, if required, doctor). Incomplete forms will delay processing your application!

- _6. **Start the process to obtain your FAA Student Pilots Certificate as outlined on page 1**
- _7. **You and your parent/guardian read and sign the Code of Conduct form.**
- _8. **You and your parent/guardian read and sign the Packing List form.**
- _9. **Complete an essay describing why you want to attend the Flight Academy and outlining your goals in aviation.**
- _10. **Scan and Email** the documents and forms to majormiket@me.com **by the deadline of 1 May** per the instructions on page 1
 - CAPF31**
 - CAPF160**
 - CAPF161**
 - CAPF163**
 - your essay**
 - the signed Code of Conduct form**
 - the signed Packing List form**
- _11. **Submit a refundable deposit to CAP by check in the amount of \$200 by the deadline of 1 May. Mail the check to Wing Headquarters at the address on page 1.**
- _12. **For those requesting a scholarship, you must complete and prepare a: Washington Wing Form 39 per Wing Procedure OI15-03. E mail a copy of the form along to majormiket@me.com by 1 May** to indicate how much the squadron can provide.
- _13. When your online registration has been received, we will email you and your Squadron Commander a letter asking that they review your application and the fees required with you and your parents and have your commander, you and your parents sign the letter acknowledging you understand the requirements to be considered to attend the Academy. **This signed letter must be signed and emailed to majormiket@me.com by 3 May.** Your application processing will not proceed until this letter has been received. Applicants whose letter is not received by the deadline will be placed on the standby list.
- _14. We will review all applicants' training records and notify any applicant by email if they are missing any of the required training. All the required training must be completed prior to **3 May**. If all the training is not complete the applicant will be placed on the standby list until the training is completed.
- _15. To prepare for possible solo flight, you must be cleared for solo in the CAP WIMIRS system. We will help you complete this after you arrive at the Academy.
- _16. **If you are accepted, notification will be sent by email between 11 and 17 May.**
If you are accepted you will be required to **submit the remainder of the fee to Wing Headquarters by check payable to Civil Air Patrol by the deadline of 14 June.**
Applicants whose fees have not been received by the deadline will be placed on the standby list and may not be accepted.
- _17. If you are not accepted you may be offered a position on cadet staff. If you choose not to attend any funds received will be refunded.

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Solo (Advanced Glider) students: Here's what you need to do – use this document as your "cockpit" check list!

- _1. You must have completed the second achievement in the Cadet Program (Hap Arnold and C/A1C) and be 14 years old at the time the Academy begins.
- _2. You must have completed a Class A Academy such as Cascade Falcon, a Winter Academy or an approved equivalent.
- _3. You must have completed a CAP Basic Glider course or have completed training **through solo** with an approved gliding club or school.
- _4. You must weigh between 100 and 200 pounds.
- _5. **Complete the registration** by filling in your information and submitting it on the registration web site
- _6. Download, complete and add the necessary signatures on the following forms

CAPF31

CAPF160

CAPF161

CAPF163

NOTE: make sure you have the necessary signatures (applicant, Parent or guardian, Squadron commander and, if required, doctor). Incomplete forms will delay processing your application!

- _7. **Start the process to obtain your FAA Student Pilots Certificate as outlined on page 1**
- _8. **You and your parent/guardian read and sign the Code of Conduct form.**
- _9. **You and your parent/guardian read and sign the Packing List form.**
- _10. **Complete an essay describing why you want to attend the Flight Academy and outlining your goals in aviation.**
- _11. **Scan and Email the documents and forms to majormiket@me.com by the deadline of 1 May** per the instructions on page 1
 - CAPF31**
 - CAPF160**
 - CAPF161**
 - CAPF163**
 - your essay**
 - the signed Code of Conduct form**
 - the signed Packing List form**
- _12. **Submit a refundable deposit to CAP by check in the amount of \$200 by the deadline of 1 May.**
Mail the check to Wing Headquarters at the address on page 1.
- _13. **For those requesting a scholarship, you must complete and prepare a:**
 - Washington Wing Form 39 per Wing Procedure OI15-03.**
 - E mail a copy of the form along to majormiket@me.com by 1 May** to indicate how much the squadron can provide.
- 14. When your online registration has been received we will email you and your Squadron Commander a letter asking that they review your application and the fees required with you and your parents and have your commander, you and your parents sign the letter acknowledging you understand the requirements to be considered to attend the Academy.
This signed letter must be signed and emailed to majormiket@me.com by 3 May. Your application processing will not proceed until this letter has been received. Applicants whose letter is not received by the deadline will be placed on the standby list.
- _15. We will review all applicants' training records and notify any applicant by email if they are missing any of the required training. All the required training must be completed prior to **3 May**. If all the training is not complete the applicant will be placed on the standby list until the training is completed.
- _16. **If you are accepted, notification will be sent by email between 11 and 17 May.**
If you are accepted you will be required to **submit the remainder of the fee to Wing Headquarters by check payable to Civil Air Patrol by the deadline of 14 June.**
Applicants whose fees have not been received by the deadline will be placed on the standby list and may not be accepted.
- _17. To prepare for possible solo flight, you must be cleared for solo in the CAP WIMIRS system. We will help you complete this after you arrive at the Academy.
- _18. If you are not accepted you may be offered a position on cadet staff. If you choose not to attend any funds received will be refunded.

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Powered aircraft students: Here's what you need to do –
use this document as your “cockpit” check list!

- _1. You must have completed the fourth achievement in the Cadet Program (Eddie Rickenbacker and C/TSgt) and be 16 years old at the time the Academy begins.
- _2. You must have completed a Class A Academy such as Cascade Falcon, a winter Academy or an approved equivalent.
- _3. **Complete the registration** by filling in your information and submitting it on the registration web site
- _4. Download, complete and add the necessary signatures on the following forms

CAPF31

CAPF160

CAPF161

CAPF163

NOTE: make sure you have the necessary signatures (applicant, Parent or guardian, Squadron commander and, if required, doctor). Incomplete forms will delay processing your application!

- _5. **Start the process to obtain your FAA Student Pilots Certificate and Class 3 medical as outlined on page 1**
- _6. **You and your parent/guardian read and sign the Code of Conduct form.**
- _7. **You and your parent/guardian read and sign the Packing List form.**
- _8. **Complete an essay** describing why you want to attend the Flight Academy and **outlining your goals in aviation.**
- _9. **Scan and Email** the documents and forms to majormiket@me.com **by the deadline of 1 May** per the instructions on page 1

CAPF31

CAPF160

CAPF161

CAPF163

your essay

the signed Code of Conduct form

the signed Packing List form

a copy of proof of US citizenship – birth certificate or passport

- _10. **Submit a refundable deposit to CAP by check in the amount of \$200 by the deadline of 1 May.**
Mail the check to Wing Headquarters at the address on page 1.
- _11. **For those requesting a scholarship, you must complete and prepare a:**
Washington Wing Form 39 per Wing Procedure OI15-03.
E mail a copy of the form along to majormiket@me.com by 1 May to indicate how much the squadron can provide.
- _12. When your online registration has been received, we will email you and your Squadron Commander a letter asking that he or she review your application and the fees required with you and your parents and have your commander, you and your parents sign the letter acknowledging you understand the requirements to be considered to attend the Academy.
This signed letter must be signed and emailed to majormiket@me.com by 3 May. Your application processing will not proceed until this letter has been received. Applicants whose letter is not received by the deadline will be placed on the standby list.
- _13. We will review all applicants' training records and notify any applicant by email if they are missing any of the required training. All the required training must be completed prior to **3 May**. If all the training is not complete the applicant will be placed on the standby list until the training is completed.

Continued on the next page

2017 Desert Eagle Flight Academy Registration Instructions

Powered aircraft students (continued): Here's what you need to do - use this document as your "cockpit" check list!

_14. You will be required to **bring** an original document showing proof of US citizenship or TSA approval to the Flight Academy. For details see the TSA web site at

<https://www.aopa.org/advocacy/pilots/alien-flight-training-program/aopas-guide-to-tsas-alien-flight-training-citizenship-validation-rule>

The ONLY acceptable forms of proof are:

Valid, unexpired U.S. passport

Original or government-issued birth certificate of the U.S., American Samoa, or Swains Island AND a government-issued picture ID

Original certificate of birth abroad with raised seal (Form FS-545 or DS-1350) AND a government-issued picture ID

Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561) or a Certificate of Repatriation (Form N-581) AND government-issued picture ID

Original U.S. Naturalization Certificate with raised seal (Form N-550 or N-570) AND a government-issued picture ID (school ID cards not acceptable)

If you are **NOT a US citizen** you must obtain approval from the TSA to receive powered Flight training. This takes some time and involves some cost so start early.

Your instructor is required to inspect these documents and make an entry in your flight logbook BEFORE you can begin your flight training. Once the instructor has processed this information the original documents will be returned to you

_15. To prepare for possible solo flight, you must be cleared for solo in the CAP WIMIRS system. We will help you complete this after you arrive at the Academy.

_16. **If you are accepted, notification will be sent by email between 11 and 17 May.**

If you are accepted you will be required to **submit the remainder of the fee to Wing Headquarters by check payable to Civil Air Patrol by the deadline of 14 June.**

Applicants whose fees have not been received by the deadline will be placed on the standby list and may not be accepted.

_17. If you are not accepted you may be offered a position on cadet staff. If you choose not to attend any funds received will be refunded.

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Cadet Staff:

- _1. **You must have completed a Class A Academy such as Cascade Falcon, a winter Academy or an approved equivalent.**
- _2. **Complete the registration** by filling in your information and submitting it on the registration web site
- _3. Download, complete and add the necessary signatures on the following forms
CAPF31
CAPF160
CAPF161
CAPF163
NOTE: make sure you have the necessary signatures (applicant, Parent or guardian, Squadron commander and, if required, doctor). Incomplete forms will delay processing your application!
- _4. **You and your parent/guardian read and sign the Code of Conduct form.**
- _5. **You and your parent/guardian read and sign the Packing List form.**
- _6. **Scan and Email** the documents and forms to majormiket@me.com **by the deadline of 4 May** per the instructions on page 1
CAPF31
CAPF160
CAPF161
CAPF163
your resume
the signed Code of Conduct form
the signed Packing List form
by the deadline of 1 May – see page 1 for details:
- _7. **For those requesting a scholarship, you must complete and prepare a: Washington Wing Form 39 per Wing Procedure OI15-03.**
E mail a copy of the form along to majormiket@me.com by 1 May to indicate how much the squadron can provide.
- _8. When your online registration has been received, we will email you and your Squadron Commander a letter asking that he or she review your application and the fees required with you and your parents and have your commander, you and your parents sign the letter acknowledging you understand the requirements to be considered to attend the Academy.
This signed letter must be signed and emailed to majormiket@me.com by 3 May. Your application processing will not proceed until this letter has been received. Applicants whose letter is not received by the deadline will be placed on the standby list.
- _9. We will review all applicants' training records and notify any applicant by email if they are missing any of the required training. All the required training must be completed prior to **3 May**. If all the training is not complete the applicant will be placed on the standby list until the training is completed.
- _10. **If you are accepted, notification will be sent by email between 11 and 17 May.**
If you are accepted you will be required to **submit the fee to Wing Headquarters by check payable to Civil Air Patrol by the deadline of 14 June**.
Applicants whose fees have not been received by the deadline will be placed on the standby list and may not be accepted.
- _11. If you are not accepted your funds received will be refunded.

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Senior Members:

_1 Complete the following forms

CAPF31

CAPF160

CAPF161

NOTE: make sure you have the necessary signatures (applicant, squadron commander and, if required, doctor). Incomplete forms will delay processing your application!

_2. **Read and sign the Code of Conduct form.**

_3. **Read and sign the Packing List form.**

_4. **Scan and Email** the documents and forms to majormiket@me.com **by the deadline of 3 May** per the instructions on page 1

CAPF31

CAPF160

CAPF161

the signed Code of Conduct form

the signed Packing List form

by the deadline of 3 May - see page 1 for details:

_5. **submit the fee to Wing Headquarters by check payable to Civil Air Patrol by the deadline of 14 June.**

_6. If you are not able to attend the entire Academy, please indicate which days you will be able to support. Your fee will be prorated based on the number of days you attend.

Michael Talley Major, CAP
Flight Academy Project Officer/Registrar
majormike@me.com
425-359-0133