



HEADQUARTERS  
CIVIL AIR PATROL – WASHINGTON WING  
UNITED STATES AIR FORCE AUXILIARY  
P.O. Box 4459  
Joint Base Lewis-McChord, WA 98438



## Operations Plan - Flight Academy

Ephrata, WA  
18-29 July 2017

1. **Purpose.** This plan establishes the mission procedures and responsibilities for participation and support of the Powered and Glider Flight Academy – Washington Wing. 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 FAA Certified Flight Instructors. Basic and Advanced Glider Track Cadets will be piloting Blanik gliders while Power Track Cadets will be piloting Cessna 172 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. Solo flight is not guaranteed and may not be possible for a number of reasons including inclement weather, maintenance, etc.
3. **Funding.** The cadet fees are as follow:
  - a. Basic Glider Student: \$950.00
  - b. Advanced Glider Student: \$1,175.00
  - c. Powered Aircraft Student: \$1,475.00
4. **Student Fee Payment.**
  - a. Submit a \$200.00 refundable deposit with the application package, not later than 1 May 2017.  
*NOTE: See Application Package on Washington Wing Web page.*  
*NOTE: With the Application Package, the cadet should send a one page essay indicating the reasons he/she want to participate at the Flight Academy.*  
**NOTE: The Application Package, Essay and Deposit must be received at Wing Headquarters no later than 1800 hrs on 3 May 2017.**
  - b. Students will be notified of selection by 15 May 2017.
  - c. *NOTE: Immediately after notification of selection, both Power and Glider students should begin the process of applying for a Student Pilot Certificate. Power students are also required to obtain a 3<sup>rd</sup> class Flight Physical (this is not required for Glider students). (See para 7.e.i)*
  - d. If accepted as a student for the 2017 Flight Academy, the remainder of the fee must be submitted to Wing Headquarters by check made out to CAP by 14 Jun 2017.
  - e. All payments should be made by check to "Civil Air Patrol", mailed to:  
**Washington Wing CAP**  
**Attn: Desert Eagle**  
**P O Box 4459**  
**Joint Base Lewis-McChord, WA 98438**

**5. Staff Fee Payment**

- a. The Staff activity fee will be \$120.00 for those involved the entire 13 days of the Flight Academy. The fee must be submitted to Wing Headquarters by check made out to CAP by 26 Jun 2017. For those staying fewer days, the daily rate will be \$12 per day.

**6. Mission Number and Symbol.** To be determined.

**7. Student Responsibilities.**

- a. Glider Students must be at least 14 years of age prior to the start of the academy.
- b. Power Students must be at least 16 years of age prior to the start of the academy.
- c. **PROOF OF U.S. CITIZENSHIP MUST BE PROVIDED UPON ARRIVAL AT EPHRATA.**
  - i. 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.
  - ii. **You will not be allowed to start training without this documentation.**
- d. After acceptance to the Flight Academy, the following documents should be scanned and E-mailed to the Flight Academy Registrar, Maj Michael Talley ([michael.talley@wawg.cap.gov](mailto:michael.talley@wawg.cap.gov)). The originals will be turned in to the registrar at Check In.
  - i. CAPFs 31, 160, 161 and 163 . Ensure that forms have all required signatures.
  - ii. Cadet's current CAP ID card
  - iii. Student Pilot Certificate for both Glider and Power Students (See para 7.e below)
  - iv. Flight Physical (for Power students only) (See para 7.e below).
  - v. Proof that the required Learning Management Courses specified in paragraph g below have been completed.
- e. **Cadets must have in their possession prior to arriving at the Flight Academy a Student Pilot certificate and a FAA 3<sup>rd</sup> Class Medical Certificate (not required for glider students).**
  - i. ***NOTE: It generally takes 3 to 4 weeks to receive the Student Pilot License, after the application has been submitted; therefore, it is imperative that the application process be started immediately after the student is notified of acceptance to the academy or has been slotted for a standby position.***
  - ii. See the attachment labeled "How to get a Student Pilot Certificate" for instructions on the process.

- f. Cadet Clothing and Equipment Requirements (PACKING LIST) are contained in the Web based application package.
  - i. **NOTE: Cadets are allowed to have over the counter medications as well as prescription medication. However, the FAA strictly regulates medications, both prescribed and over the counter that can be taken while flying. Ensure that any drugs that you are taking are in compliance.**
8. ALL students **MUST** complete the following courses available in the CAP Learning Management System **PRIOR** to arrival. (See para 7.d.v above)
  - a. BASIC Operational Risk Management (ORM) Course
  - b. OPSEC Course
  - c. Aircraft Ground Handling Course
  - d. For Glider Students – The Wing Runner Course
9. **Staff/Instructor requirements.** 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.
  - a. 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.
  - b. ALL staff **MUST** complete both the **BASIC and INTERMEDIATE** (Operational Risk Management (ORM) courses found in the CAP Learning Management System **PRIOR** to arrival.
10. **Air Operations, Scheduling and Documentation.** The Flight Release Officer, Maj Pat Courtney will handle all scheduling activities (Air Ops). All mission Information/documentation will be loaded to WMIRS. Air Operations will provide 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 returned 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 at Air Ops until the aircraft is released for flight.
11. **Powered Flight Time, Air/Ground Tows and Solo.** The Flight Academy is designed to give Power Track cadets 10 hours of flight instruction with an FAA Certified Flight Instructor. Advanced Glider Track Students will receive 20 Air Tows with an FAA Certified Flight Instructor. Basic Glider Track Students will receive 8 Air Tows and 22 Ground Tows with an FAA Certified Flight Instructor. These times and tows are targets only; weather, illness mechanical problems etc. may decrease these numbers. There is **no guarantee** that cadets will be allowed to solo, safety is of paramount importance and student readiness, mechanical problems, weather, illness etc. may preclude the possibility of solo within the allotted time.

## 12. 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 Ephrata, WA have exceeded 110°F during the summer. Flying activities will be scheduled to take the high temperatures into consideration.

### 13. Billeting and Meals.

- a. All students will be housed at Camp Robert L. Boucher, Ephrata Municipal Airport, Ephrata, WA. Cadets will be housed in dormitories. Sheets, towels, and pillow will **NOT** be provided and must be brought to the Academy by all participants. (See packing list)
- b. Senior Members have the option of staying at Camp Boucher or obtaining other lodging at their own expense.

### 14. Check In/Out of Flight Academy.

- a. Senior Staff, Cadet Staff and Ground/Flight Instructors are to arrive no later than 1300 on 17 July 2017
- b. FRO for inbound flights will be Major Pat Courtney.
- c. Cadet Student Pilots are to arrive no later than 1300 on 18 July 2017. NOTE: The first meal provided will be in the evening on the 18<sup>th</sup>.
- d. Check out for everyone is Saturday, 29 July after Graduation Ceremonies. NOTE: The only meal provided on Saturday 29 July will be breakfast.

15. **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.

16. **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.)

### 17. 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, closed toe running shoes or boots. Khaki or tan slacks/cargo pants can be substituted for shorts to prevent sunburn of the legs.

18. **Personal Equipment.** Each CAP pilot must carry current credentials as required by CAP and FAA regulations, including current CAP membership card, pilot license, medical certificate, CAPF 101 card and appropriate current navigation charts.

19. **Altitude and Weather Minimums.** IAW the Powered Flight Academy Syllabus.

**Name of Plan: Washington Wing Flight Academy, 2017, Operations Plan**

**Plan coordinated/submitted by:**

Shannon W. Esson, Lt Col, CAP Date: 3 Mar 2017

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**Wing Approval- Reviewed/approved by:**

Wing Commander or Director of Operations:  
Name/Date: //SIGNED// Date: