



HEADQUARTERS
COLONEL ROLAND BUTLER NATIONAL FLIGHT ACADEMY
MER (POWER)
CIVIL AIR PATROL UNITED STATES AIR FORCE AUXILIARY
162 Longshore Drive
Blue Eye, Missouri 65611



14 March 2017

MEMORANDUM FOR SELECTEE

FROM: Activity Director, Col Roland Butler National Flight Academy

SUBJECT: Letter of Acceptance

1. Welcome and congratulations on your selection to attend the Colonel Roland Butler National Flight Academy MER this summer at Fort Pickett, Blackstone, VA. I am pleased you have chosen to take advantage of this extraordinary opportunity. This is the 21st year I have been a part of this academy, and I can assure you that you will have an incredible experience. You will be challenged to the maximum as there will be intense training. So take *everything seriously*, but we will *have fun*. We expect exceptional cadet behavior and to me that is by the book.

2. This letter provides initial details concerning your preparation for and arrival at the academy for your planning purposes. **Read all of this carefully.** I will forward you more instructions in the near future, but there is a lot for you to do **now**. Please start planning your arrival/departure.

- Cadets need to arrive at Blackstone on Saturday, 1 July by 1200 hrs (noon).
- Depart after the morning graduation ceremonies on Sunday, 9 July.
- Blackstone, VA is located off I-95 and I-85 along US 460, approximately 40 minutes west of Petersburg, VA (south of Richmond).
- Richmond International Airport is the closest commercial airport, and Petersburg, VA is the closest AMTRAK station.
- We can make arrangements for pick-ups from these locations. To be picked up at these locations and be at Blackstone by noon, you need to arrive there by 10:00 AM on Saturday.

3. The following are some details you need to know in order to properly prepare for the summer:

- a. You must be at least 16 years old by 1 July
- b. You must possess:
 - A valid Third Class Medical Certificate – see attachment 2 for process and procedures – start this process now as it could take weeks to complete
 - Student Pilot Certificate – see attached document for process and procedures – start this process now as it WILL take weeks to complete

- A pilot logbook
- A government issued photo identification card, driver's license or photo identification card issued by your state or federal government – not a school ID card
- A birth certificate or current passport (to apply for your Student Pilot Certificate AND to present to your instructor prior to start of training)

c. You need to forward your activity fee to HQ CAP/FM in order to reserve your training slot. You can pay on-line or by mail using the procedures located in e-services, Registration and Payment, the same place you submitted your application. If you use the mail-in option, be sure to put your Name and CAP ID on the check. Your activity **fee of \$800.00** is due to **National Headquarters by 15 April 2017** so pay it as soon as you can. You can get a refund if you cancel more than 30 days before the event with a \$25 cancellation fee. Less than 30 days, there is NO REFUND.

d. **NLT 30 March** your responses to the **To Do Checklist** at attachment 1 must be received by me. Some of this information is on your CAPF 31, but I have found that it may have changed or you have a favorite e-mail that you monitor daily. I will not consider you fully enrolled until you confirm your parent/guardian contact information. This will allow me to communicate vital information to your parent/guardian. Citizenship information is also of importance as is each item on the checklist. If you need additional time to complete the checklist, you will need to inform me immediately.

e. In order to attend the academy, you must have completed several on-line courses. These are (you can do all of this in eServices):

- Aircraft Handling (every four years)
- Basic and Intermediate ORM
- Cadet Protection Training as of 1 Mar 15, if 18 years old by 1 Jul 17

4. Should you have any questions, I may be reached at the address above or by phone (417) 684-5904 or by e-mail at genodhartman@gmail.com. In a few weeks, I will send you additional information about the Academy and what you will need to bring. I look forward to meeting you in July and receiving your timely responses.

GENE HARTMAN, Colonel, CAP
Activity Director
Col Roland Butler NFA-MER

2 Atch

1. To Do Checklist
2. License and Medical Application Process and Procedures

ATTACHMENT 1

To Do Checklist

(You may cut and paste this info into an e-mail and add your answers and send it back to me). Use this as your checklist so you will know what you still have to do and what you have completed.

1. Do you accept or reject the slot allocated to you?
2. Are you a citizen of United States of America? Yes or No.
What documents will you use to prove your citizenship?
You must bring the original to the academy when you sign in.
3. What tee-shirt size do you wear? (Adult Small, Medium, or Large)
4. What is your full name; CAPID, address, and primary e-mail address?
5. What is the name and e-mail address for your parents/guardians?
6. When will you obtain your Medical and Student Pilot Certificate? You will need to send a copy (paper or PDF) to me before 15 May.
7. Is a copy (paper or PDF) of your photo ID attached? Yes or No (If no, when will you send it?)
8. Will you secure a pilot logbook or would you like the Director to get one for you? (If I get one for you it will cost \$8.00 and you can pay that upon arrival.)
9. When do you plan to pay your activity fee of \$800.00? It is due by 15 Apr 2017.
Note: If your payment is not received by 30 Apr 17 your slot will be released to another cadet – over 100 are on the waiting list!
10. Have you sent me your CAPF 31, signed by you and your parent/guardian?
Yes/No. If no, when do you plan to send it?
11. Have you acknowledged this e-mail; please do it now so I know you got it.

ATTACHMENT 2**License and Medical Application Process and Procedures**

Effective April 1, 2016, Aviation Medical Examiners (AMEs) are not authorized to issue combination Airman Medical and Student Pilot certificates to applicants. New student pilots will go through a process similar to that of private pilots, receiving their hard plastic student pilot certificates in the mail. Students need a student pilot certificate in order to fly solo in an aircraft; they don't need one in order to start training.

This process provides the Transportation Security Administration time to review student pilot applications as part of an anti-terrorism screening program mandated by Congress. Unlike student pilot certificates under the old rules, the new certificates will never expire.

Medical certificate:

The process for getting a medical certificate is still the same – make an appointment with the nearest Aviation Medical Examiner (AME). A database of AMEs is located here: http://www.faa.gov/licenses_certificates/medical_certification

Student pilot certificate:

In order to get a student pilot certificate, you'll need to complete an application through the Integrated Airman Certification and Rating Application (IACRA) website OR by paper using FAA form 8710-1 and submit it to a Flight Standards District Office (FSDO), an FAA-designated pilot examiner, an airman certification representative associated with a part 141 flight school, or a certificated flight instructor. The authorized individual will process your application and submit the required documents to the Airmen Certification Branch; once reviewed by Airman Certification Branch, the student pilot certificate will be mailed to the address provided by you on the application.

Step 1: Fill out the application:

- Register for IACRA and fill out the application:
<https://iacra.faa.gov/IACRA/Default.aspx>
- Fill out FAA form 8710-1:
http://www.faa.gov/documentlibrary/media/form/faq_8710-1.pdf

Step 2: Find someone to verify your identity and help you submit the application:

- Find a Part 141 flight school here: <http://av-info.faa.gov/PilotSchool.asp>
- Find a Part 61 flight school or individual flight instructor here:
<http://www.aopa.org/learntofly/school/schoolresults.cfm>
- Find the nearest Designated Pilot Examiner here:

<http://avinfo.faa.gov/DesigneeSearch.asp>

- Find the nearest Flight Standards District Office (FSDO) here:
http://www.faa.gov/about/office_org/field_offices/fsdo/
- Any individual certified flight instructor can also verify your identity and help you submit the application.

Applications submitted using IACRA will minimize this time. Your student pilot certificate should arrive in the mail in about three weeks. New student pilot certificates issued under this process will not have an expiration date. Previously-held student pilot certificates:

If you held a student pilot certificate prior to April 1, 2016, it will remain valid until it expires, either 24 or 60 months after the month of the date of issuance (see below)
14 CFR 61.19(b): Duration of [student] pilot certificates

(1) For student pilots who have not reached their 40th birthday, the student pilot certificate does not expire until 60 calendar months after the month of the date of examination shown on the medical certificate.

(2) For student pilots who have reached their 40th birthday, the student pilot certificate does not expire until 24 calendar months after the month of the date of examination shown on the medical certificate.

Am I eligible for a student pilot certificate?

You are eligible if:

- You are at least 16 years old. If you plan to pilot a glider or balloon, you must be at least 14 years old.
- You can read, speak, and understand English

When you fill out the application, you will also need to provide proof of identity, such as government-issued photo ID.

Proof of having submitted the application

In order to start training, you'll need to provide proof that you either have a student pilot certificate, OR that you've filled out the application. If you use IACRA to fill out the application, you can take a screenshot of the initial IACRA dashboard as proof of application. Make sure the screenshot shows your FTN and your application ID (sample below).

Federal Aviation Administration

IACRA Home » Console

IACRA - Applicant Console

Start New Application

Your Existing Applications

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
██████	10/24/2015	ATP > Standard > CFR 61 > Original	Registry - DOCS Complete	01/20/2016	View/Print ▾ <input type="button" value="Go"/>
██████	09/09/2014	Commercial Pilot > Standard > CFR 61 > Added Cat/Class	Registry - DOCS Complete	10/06/2014	View/Print ▾ <input type="button" value="Go"/>
██████	07/30/2010	Flight Instructor Refresher Course - Renewal	Started	07/30/2010	Continue ▾ <input type="button" value="Go"/>
██████	11/30/2007	Private Pilot > Standard > CFR 61 > Added Cat/Class	Received By Registry	01/11/2008	View/Print ▾ <input type="button" value="Go"/>

If you filled out FAA Form 8710-1, you can submit a scanned copy of the form into eServices – Operations Qualifications as proof of application.

Reference: [AC 61-65F](#), official source of FAA student pilot certificate guidance.