



**NATIONAL FLIGHT ACADEMY**  
UNITED STATES AIR FORCE AUXILIARY  
AUGUSTA, MAINE

1 March 2017

MEMORANDUM FOR NATIONAL FLIGHT ACADEMY – BANGOR MAINE SELECTEES

FROM: Director National Flight Academy

SUBJECT: Planning Letter, Rules, Packing List, and Travel Schedule

Congratulations again on being selected to attend the National Flight Academy (NFA) this year in Bangor/Old Town, Maine. This letter will provide you with the NFA rules, a packing list, a plan of the week's activities, and travel information.

**Introduction:** This 10-day course provides an in depth look at flying operations and teaches flying skills used by pilots. This course will also challenge you both physically and mentally by providing a **positive flying experience**. Our experience with prior NFA's has also shown this to be a brief yet intense personal growth experience for you, the cadet.

We will be staying at the Bangor Air National Guard Base located just off the I-95 in Bangor Maine. Take Exit 184 from the Maine Turnpike (I-95) and go North-West on Union Street. Go about one mile or so, take a left onto Griffin Road, pull into the Department of Health & Human Services on left hand side and call my cell phone 207-478-3774. We will come over and escort you into the base.

The staff supervising the flying curriculum consists of active, fully qualified, Civil Air Patrol members who are also FAA Certified Flight Instructor (CFI) Pilots. Our experienced CFI cadre is dedicated to a successful course completion by each cadet. We will also have TAC Officers on staff to work with you during your time with us. These CAP Senior Members will be on-site 24-7 during your stay as well as I. During your NFA time, you will be involved in various flight activities such as navigation, aviation weather recognition and flight theory. I want to assure you that the highest priority of the staff is everyone's safety during all activities, while with us. This is the reason for many of the "rules and procedures" that you will follow.

**Student Pilot Certificates and Third Class Medical Certificate:** NFA cadets must have a current FAA student pilot certificate and a third class medical certificate on their person while flying. If you come without one you will only be allowed to fly with a CFI and not be allowed to solo. Make sure you bring it with you if you have one. A photo copy cannot be used.

**How to obtain your Student Pilot Certificate.** Complete either the on-line (IACRA) or paper application. Have it endorsed by the FAA Flight Standards District Office (FSDO), an FAA-designated pilot examiner, or a certificated flight instructor. Your wing Stan-Eval officer can assist you with endorsements. The person that endorses your application will then assist you with submitting your application to the FAA. It will then take about a

**month to receive your certificate. Start on this application immediately so it will be complete by June for the flight academy. If you do not have it you cannot solo per the FAA.**

**How to obtain your Medical Certificate: Go to a FAA approved medical doctor. This will cost a fee of about \$100.00. Here is a link that explains what you need and how to get the medical certificate <http://www.aopa.org/Pilot-Resources/Medical> Please contact me for help, if needed.** If you need assistance with gaining your student pilot/Medical Certificate please contact Lt Col Roger Plant (Chief Pilot) at 207-653-2372 or by email [roger.plant@mewg.cap.gov](mailto:roger.plant@mewg.cap.gov).

**Photo ID:** Per FAA regulations, every pilot must have on their person a photo ID while flying. This includes all students (cadets). **Make sure you bring it with you. This will be strictly enforced. A photo copy cannot be used.**

**BIRTH CERTIFICATE & TSA PERMISSION TO INITIATE ALIEN TRAINING: PER FAA REGULATIONS, EVERY CADET MUST BRING AN ORIGINAL BIRTH CERTIFICATE WITH THEM. IF YOU DO NOT HAVE THIS WHEN YOU COME, YOU WILL BE SENT HOME. A PHOTO COPY CANNOT BE USED. IN ADDITION, IF YOU ARE NOT A US CITIZEN YOU WILL NEED TO OBTAIN TSA PERMISSION TO INITIATE ALIEN TRAINING. PLEASE CALL LT COL ROGER PLANT IMMEDIATELY IF YOU ARE NOT A US CITIZEN AND HAVE NOT COMPLETED THIS ACTION.**

**Paperwork:** All paperwork, your CAP ID card, Student Certificates, Photo ID's, etc. will be collected for review on June 30 when you check-in. Please have all ready for us upon check-in.

**Ladies and Gentlemen:** Everyone is expected to act as ladies and gentlemen at all times. We are all guests of the US Air Force. This includes proper CAP regulations and actions. Any cadet violating proper CAP procedures will be returned home at their parent's expense AND face CAP, your Wing and Squadron's policies. There will be no refunds for Academy fees or expenses if you are returned home early. **If we have ANY issues with you, your parents will be called immediately and you will be sent home immediately.**

**Parents Visiting the NFA:** If your parents want to visit us during the flight academy, they are welcome to visit but MUST have prior permission. Have them contact me directly.

**Training Materials:** All training material is included in your NFA fee. If you have a pilot logbook please DO bring it, if not please get one and bring it.

**Housing:** We will be staying in the visiting quarters (VOQ) dormitory located on the Bangor Air Air National Guard Base, Bangor, Maine. There will be 1 or 2 cadets per room with one bathroom per two rooms.

**At the Airport :** We will be flying out of numerous local airports in the area and using the Old Town (OLD) airport to base our planes. Remember we are guests and must act accordingly at all times. Per CAP regulations, no cadet may be with non-CAP persons. Emergencies are the exception. This includes flying with anyone besides a CAP instructor or pilot while at the NFA. Additional procedures will be provided to you during daily briefings.

**Extras to Bring:** Personal items you would like to have toiletries and your own bath towel, the base does not provide these items. Enough clothing so you will not be doing daily washes. Laundry facilities will be available for you to do your laundry.

**Cameras:** Cameras are very much encouraged so you might record your experience. Cameras ARE allowed at the airport however, NO cameras are allowed in the aircraft without prior permission. You will need to hand it to a fellow cadet until your flight is over. The only “catch” is I want a copy of all pictures/videos. I’ll be making DVD’s of all pictures/videos for all cadets, at the Academy’s end. Camera phones cannot be used at the airport.

**Cell Phones:** Bring cell phones if you want so you can easily call home, HOWEVER, NO cell phones will be allowed at the airport. They must be left in your dorm room. Any cell phone found at the airport will be confiscated for the day. Cell phones cannot be used as a camera at the airport.

**Water - Mandatory - Bring a refillable water bottle or equivalent – you WILL need it.** At the airport, we may have high humidity and possible high temperatures, dehydration may be a factor. Everyone is expected to drink lots of water every day. If you are not accustomed to this, I would start practicing now. **Heat exhaustion and dehydration will ruin your day or two and will ground you until you recover.**

**Soda or Caffeine Beverages:** Not allowed.

**Computers:** No cadet is allowed to bring a computer.

**Pictures:** I’d like a copy of all pictures and videos taken by everyone. I will try to upload all pictures to the photo gallery website so your family and friends might see “what’s happening” each day. We will also have a PAO at the NFA taking photos and uploading them to the internet. More information to follow.

**Spending Money:** Bring what your parents feel is needed. We will have some outings and you will need money for any extras, personal items and needs wanted.

**What NOT to Bring:** BDU’s, Boots, Knives, Computers, Flight Suits.

**Sun Screen: Everyone is required** to bring and use sunscreen and lip block rated at a SPF 45 or greater. The sun is out from 4am to past 9pm here in Maine in late June-early July and you will be outside for a good part of the day. Special attention is required if you burn easily.

**Laundry Facilities:** Washers and dryers are available at the VOQ dorms. The NFA will provide detergent.

**Uniform:** You will be spending a lot of time in classes, study sessions and generally running around the flight line. Temperatures can be quite warm and sunny, possibly expecting afternoon showers. Evenings will cool off. All this leads up to the need for cool, comfortable, washable clothes. The uniform for daytime activity at the airport will be t- shirts that we will provide. Every cadet will be issued three NFA shirts to wear as a uniform. Kaki colored shorts or long pants must be worn with the NFA t-shirt. Shoes with the uniform are clean sneakers of any color WITH socks. You might want to have a light jacket available to augment the sun block and for cool evenings. It can be 100 degrees in the day and 40 degrees in the evenings in Maine in the summer.

**Off-Duty Clothing:** No boots or large shoes are allowed anytime/anywhere. Sneakers or “small” comfortable shoes are best. Be comfortable. You will be doing lots of walking. Make sure they are broken in. All shirts/blouses must have short sleeves (no sleeveless) and be long enough to cover your waist and come over your pant’s tops. No tight or revealing clothing.

- Female – No halter, strapless, braless, low cut (front or back) or revealing tops. No short shorts. Bring blouses that if become wet, are not see-through.
- Male – No muscle or otherwise revealing clothing.
- Plan on fresh clothing every day.

**Meals:** Generally, meals will be at the dining hall or at the airport hanger, with some outings. Breakfast - will be cold cereal, toast, bagels, milk and fruit. Lunch - sandwiches, chips, fruit, snacks. Dinners - cookout, outings, or homemade casseroles. All of your meals are included in your NFA fee, however, if you need a special diet or munchies, we suggest you bring some and spending money with you for extras. Please let me know immediately of any food allergies.

**Overall Schedule** – (Subject to change):

- June 30 – Arrival & rules briefing
- June 31 - Welcome and NFA setup. Start flying.
- July 1 through July 7 - Fly, fly, fly & ground school
- July 8 – Evening – Graduation Dinner. Approximately 6:00PM. If your parents would like to attend, they **MUST** call for exact time, place and conditions. I also would like to know as soon as possible so I can plan for numbers of folks for this event. Call or e-mail.
- July 8 - Cleanup and return home. Everyone must depart by 10am on Sunday July 9.

**Note: No cadet will be allowed to leave until 8pm after the graduation banquet without prior permission.**

**Daily Schedule** – (subject to change as needed):

Generally, wake-up will be at 0600 with breakfast at 0700. Arrive at the airport at 0830. Our flying/training day will vary, but generally start at 0830 every day. Two cadets per flight instructor and you will be either in the left seat or back seat flying or in the classroom every day. Some time may be spent with all cadets at the same training session. This may occur in the event of weather or just to facilitate coordinating schedules. Flying will generally end at 1700. Evenings will be occupied with training, study or recreation. Although, there will be a lot of work and study, this should be a fun adventure!

**Religious Services:**

We will not be having religious services. If your faith requires or you want to go to services, please tell me now and we will arrange for you to go.

**Medications:** All medications will be controlled IAW CAPR 160-1.

- If you take prescription medications, they **MUST** be in the **ORIGINAL** container and **MUST** have the prescription label attached. **NO EXCEPTIONS!!!**
- If you bring non-prescription medications (Aspirin, Tylenol, etc.), they **MUST** be in the original container.
- We **MUST** have a permission slip for **ANY** medication from and signed by a parent. Bring this with you.

**Graduation Banquet:**

Will be on Saturday evening, July 8, 2017 at 6pm. I invite all parents, brothers, sisters and your squadron, group, and wing commanders to join the cadets and the Academy Staff, at this event. You will have completed one of the most demanding activities you have ever attempted. The graduating cadets are justifiably proud to have made it through the Flight Academy. There is no cost for anyone to attend. Location will be announced at a later time. Please bring your Class "B" uniform for this event as we need something for your parents and the staff to pin your wings to.

**Your Travel Itinerary:**

Please send your travel itinerary to me as soon as possible. Plan on arriving in Bangor by 4pm. Please return the completed travel form at your earliest convenience by either email or regular mail.

**A Must to Bring:** A smile on your face and a great spirit, to enhance a great time.

Please feel free to contact me with any questions:

Lt Col Cathie Spaulding  
Director National Flight Academy  
207-478-3774 (C)  
[cspaulding@ner.cap.gov](mailto:cspaulding@ner.cap.gov)

If any parents would like to discuss any parts of the flight academy with me please give them my name, phone number, and let them know they can call me anytime.

I look forward to meeting you in June here in Maine. Let's Go Flying!

Sincerely,

Lt Col Cathie Spaulding  
Lt Col, CAP  
Director National Flight Academy  
403 Tay Road  
Kenduskeag, ME 04450

## **Packing List**

<b>Required Items</b>	
Birth Certificate	Khaki shorts and/or long pants for uniform
Photo ID	Sneakers for uniform (clean)
CAP ID	Socks for uniform
Student Pilot Certificate (must have to solo)	Appropriate underwear is required
TSA Documentation if not a US Citizen	Appropriate "off-duty" clothes
Pilot Log Book	Toothbrush
Class "B" Uniform complete (blue shirt/blouse, blue pants/skirt, black shoes, belt, etc...)	Set of appropriate hair needs (gel, spray, bands, pins, etc. matching hair color)
Refillable water bottle	Deodorant
Needed medications	Set of feminine hygiene products (females)
Spending money.	Shower clogs or thongs
Light jacket	Clothes hangers
Soap, shampoo, conditioner, toothpaste, etc	Set of shaving items
Bottle of skin sun screen and lip sunscreen	Comb or brush
Notebook, Pencil, & Pen	Eyeglasses
CAP Form 31 (parents and cadet must sign)	Towel for Shower

<b>Optional Items</b>	
Hat	Raincoat or poncho
Sunglasses	Cell phone
Camera/film	Special foods
Laundry bag	Aviation Headset

Note: New sneakers/shoes are NOT recommended for this activity. All must be broken in and comfortable. You will be on your feet most of the day.

Cadet Travel Itinerary

Cadet Name: \_\_\_\_\_

Parents Phone Number: \_\_\_\_\_

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Travel By Car

\_\_\_\_\_ I plan to drive to / from Bangor  
(you must arrive by 4pm Fri and depart either Sat night after graduation of Sun by 10am)

Comments \_\_\_\_\_

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Travel By Air - Bangor

\_\_\_\_\_ I plan to fly to / from Bangor

June 30 Flight number and arrival time:

\_\_\_\_\_

July 8 or 9 Flight number and departure time:

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