



HEADQUARTERS
CIVIL AIR PATROL MARYLAND WING
UNITED STATES AIR FORCE AUXILIARY
3085 HERNWOOD RD
WOODSTOCK, MARYLAND 21163

01 December 2022

MEMORANDUM FOR MARYLAND WING MEMBERS

SUBJECT: 2023 Robert Ayres National Flight Academy

This is the 33rd year for the Robert Ayres National Flight Academy and it's time to start the application process for the class of 2023. As with last year, the Robert Ayres Flight Academy will be part of the National Flight Academy Program. Applicants should review all the following details and comply with all requirements in order to be considered for selection.

1. Each cadet selected (10 will be selected) to participate, will receive up to fifteen hours of primary flight instruction and the complete private pilot ground school. At the completion of the course, the FAA Private Pilot computerized exam will be administered by a local computerized exam facility to those who show a minimum level of competency to be successful on the test.
2. The Ground School weekends, and the flight school will be held at the Hagerstown Composite Squadron building with flying conducted at the Washington County Airport, Richard A. Henson Field. More information will be provided to those selected for the program.
3. The FAA Private Pilot ground school will be held over the course of two weekends; May 19-21 and June 09-11. Each weekend will start at 1800 hours on Friday evening and will run until approximately 1700 hours Sunday. The remaining ground school topics and the flying program will start at 1800 hours on Friday June 30, 2023, and will run until approximately 1600 hours on Sunday July 09, 2023. Sufficient time is allowed to complete the program in the event of inclement weather. The FAA Private Pilot written exam will be scheduled for the morning of Saturday July 8, 2023. The graduation will be held on the afternoon of Sunday July 9th. More information will be provided to those who are selected to the program. To be selected to the school, applicants must be able to commit to all dates.
4. Selection process:
 - a. Cadets - Cadets will be selected based on a selection system which includes the following:
 1. Evaluation of Application Packet (see para. 9)
 2. Interview with a Selection Board
 3. National Cadet Special Activity Ranking
 - b. Officers - The Activity Director will select and slot their staff based on need from those who apply. Officers who are selected will be contacted directly by the Activity Director.
5. Minimum Requirements (Cadets):
 - a. Completion of the Mitchell Award (NLT 15 January)
 - b. 16 years of age (by 1st Ground School Weekend in May)
 - c. Completion of Powered Orientation Flights 1-3
 - d. Able to qualify for a Class III FAA Medical Certificate (Cadet is **NOT** required to obtain this certificate until notified of selection to the program but is required to be completed by Ground School Weekend in May)

6. Minimum Requirements (Staff)
 - a. Must have a current membership card and be a member in good standing
 - b. Must have completed all requirements for initial membership in the Civil Air Patrol (i.e. CPPT)
 - c. Task requirements:
 - i. Flight Instructors – At a minimum, must be a current CAP Instructor Pilot (Check Pilot status Preferred)
 - ii. Ground Instructors - Must be an appropriately rated FAA Ground Instructor
 - iii. Food Preparation
 - iv. Administrative Duties
 - v. Van Transportation - Must hold a valid CAP Drivers Permit for a 12pax van.
7. Apply via the National Cadet Special Activities application process via e-services. Cadets must upload all requested documents into the NCSA system.
 - a. Cadets will need to upload the following:
 - i. Letter of recommendation from your Unit Commander.
 - ii. Copy of past semester/quarter report card with GPA noted.
 1. Home school cadets must provide their official GPA per the standards of their parent school.
 2. GPA shall be on a 4.0 scale. Cadets on a GT scale shall make note of that on their report card
 3. Cadets who apply who are no longer in grade school will need to include a letter in their application packet stating such with copies of any transcripts of any post high school education.
 - iii. Resume with professional photo attached.
 - iv. Essay stating your reason(s) for applying and how you would use the training if accepted into the program.
 - v. Letter of recommendation from most recent Cadet Orientation Pilot attesting to your aptitude for flight training.
 - vi. Your resume, application, and the personal interview will all be scored to determine selection ranking.
 - b. Staff
 - i. Apply via e-services section for National Cadet Special Activities. Make sure you select the activity for “STAFF”
 - ii. Copy of any applicable certifications for the position in which you are applying for.
 - iii. One page or less narrative stating why you would like to assist at the Solo School.
8. There will be a one-time fee of \$850.00 for each cadet accepted into the program. The fee will be paid through the National Headquarters Cadet Special Activity payment system. MDWG will not be accepting any payments from Cadets. Officers who are selected to assist will not be charged a fee in exchange for their assistance with the program.
9. Cadets who are applying for financial assistance through National Headquarters programs must do so NLT 31 December 2022.

10. Schedule

- a. 01 December 2022 - First Announcement
- b. 15 January 2023 - Deadline for receipt of applications in the NCSA Application system
- c. 21 January 2023 - MD Applicant Interviews at MDWG HQ
- d. 01 March 2023 - Announcement of selections and alternates
- e. 30 April 2023 - Deadline for submitting proof of Medical Certificate
- f. 19-21 May 2023 - First Ground School Weekend
- g. 09-11 June 2023 - Second Ground School weekend
- h. 30 June - 09 July 2023 - Completion of Ground School and flight training program.
- i. 09 July 2023 - Graduation Ceremony

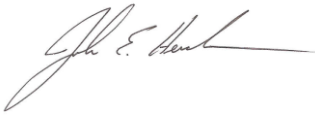
11. To comply with TSA rules, all cadets who are accepted will need to provide proof of citizenship upon request.

12. For further information, the Activity Director is:

Lt Col John E. Henderson, CAP

CP – 443-677-1944

Email: JHenderson@cap.gov



JOHN E. HENDERSON, Lt Col, CAP

Vice Commander

Activity Director – Robert Ayres Flight Academy