



ALASKA WING
UNITED STATES AIR FORCE AUXILIARY
BLDG 16322, 37TH ST
ELMENDORF AFB, AK 99506-3915



10 JAN 22

MEMORANDUM FOR 2022 AKWG GLIDER ACADEMY ATTENDEES

FROM: 2022 AKWG Glider Flight Academy Activity Director

SUBJECT: Letter of Instruction

1. The following cadets are selected for the 27 May – 5 June 2022 AKWG Glider Flight Academy (GFA'22) at Clear SFS, AK:

Advanced Students

C/Lt Col Ziesmer, A
C/Lt Col Lukic, K
C/Capt Anderson, M
C/Capt Porter, M
C/1st Lt Mellerstig, S

Pre-Solo Students

C/1st Lt Anderson, M
C/2d Lt Anderson, R
C/CMSgt Clifton, T
C/SMSgt Sabo, L
C/TSgt Halliburton, K
C/SrA Wilson, G

Orientation Students

C/2d Lt Weisensel, T
C/SMSgt Benedict, R
C/SMSgt Pittsenbarger, D
C/MSgt Wise, Ca
C/MSgt Wise, Ch

2. **These students have until 2000hrs Sunday, 30 January 2022 to accept their slots and until 2000hrs Sunday, 13 March 2022 to pay for their slots (invoiced separately). If a student misses either deadline, their GFA'22 slot will be reallocated to the next cadet on the wait list by the Activity Director.**

3. Congratulations to our GFA'22 selectees! This marks the 20th year we have held a Flight Academy at Clear SFS. I and the GFA'22 staff are very pleased that you will be a part of this amazing adventure. We know you will be challenged to the maximum, and we are anxious to explore the world of soaring with you and see your dreams literally take flight. This letter provides you with detailed instructions on reporting for training, general preparation and student expectations. Homework is provided as a part of this letter of instruction, and there may be additional homework assigned via further email(s). **I urge all slotted cadets to keep your parents and your squadron leadership informed, and aware of your preparation and progress as we work towards our "report day," 1600hrs Friday, 27 May 2022.**

4. **Your initial homework assignment is for you and your parents to complete the following six forms no later than 2000hrs Sunday, 13 March 2022:**

NOTE: Scan all CAP forms as a single .pdf document and email to 341570@akwg.cap.gov

a. CAPF 60-80 CAP CADET ACTIVITY PERMISSION SLIP

https://www.gocivilairpatrol.com/media/cms/CAPF_6080_Permission_Slip_6DEA6DC6D05D1.pdf

NOTE: For the CAPF 60-80, if you have only one legal guardian or parent then one signature will suffice. Each signature must be witnessed by an adult. You do need squadron-level signatures, but you do not require wing-level signatures.

b. CAPF 160 CAP MEMBER HEALTH HISTORY FORM

https://www.gocivilairpatrol.com/media/cms/F160_158EAB9B13D02.pdf

c. CAPF 163 PERMISSION FOR PROVISION OF MINOR CADET OVER-THE-COUNTER MEDICATION

https://www.gocivilairpatrol.com/media/cms/F163_7154E3E39FAFE.pdf

d. CAPF EMERGENCY INFORMATION

https://www.gocivilairpatrol.com/media/cms/F161_023ECA81C03FB.pdf

e. CAP Photo Release Form (see Attachment 5)

f. Proof of US Citizenship (copy of current US Passport or Birth Certificate)

You may choose not to scan and email your proof of US Citizenship document. You may bring it with you to the activity and present it to the Activity Director at sign-in. If you choose to exercise this option and fail to report with a hardcopy of either your current US Passport or your Birth Certificate, you will not be allowed to participate in the Glider Flight Academy in accordance with TSA regulations.

5. The following Prerequisite Training is required to be completed by all students prior to arrival on 27 May 22. Students who arrive at sign-in and do not have the training detailed in paragraphs a-c below reflected in eServices at that time will be grounded from flight until they complete training. Consequently, they will miss their first scheduled sorties in the first flight period and those sorties will be considered lost unless weather and operations allow them to be added back in at the end of the week (and every other student has met their sortie goal). To access training, sign in to eServices, select the Online Learning drop-down menu, then Learning Management System, then AXIS:

https://elearning.capnhq.gov/lms/_portal/user/index.php

Select the Course Catalog tab. Enroll in each of the three courses below, then complete each course. Ensure the next day that they appear in your individual training record. Contact your squadron leadership for help with accomplishing these 3 courses if you have difficulty.

a. Aircraft Ground Handling Training (found in Operations tab)

b. SSF CAP Wing Runner Course Final Exam (take course, then exam for credit)

c. Basic Risk Management (found in Safety tab)

Optional, but highly encouraged, items to commit to memory prior to arrival are the Normal Procedures and Emergency Procedures found in attachment 4. Additionally, those without the Knauff text will be shipped their textbook once they have paid their invoice – refer to attachment 3 to read ahead those assignments in the Knauff Glider Flight Training Manual that will be reviewed and tested at GFA’22. A student who arrives at the Glider Flight Academy with those lessons read and checklists/procedures memorized will have an easier time getting up to speed and will surely progress at a faster rate than if they show up “cold.”

6. Arrival/Departure: Students need to arrive at Anderson School near Clear SFS, AK between 1200 and 1600, but no later than 1600, Friday, 27 May 2022. In Attachment 1 you will find a Transportation & Safety Pledge Form which you need to complete, sign, then have a parent or guardian sign, and return to me via e-mail, **no later than 20 April 2022** so we can appropriately prepare for your arrival. Departures from Clear SFS need to be after 1200 Sunday, 5 June 2022. Cadets who will arrive via commercial air at Fairbanks (FAI) or at Anchorage (ANC) airports will need to do so prior to 0900 Friday, 27 May 22. Cadets who will depart from FAI or at ANC airports will need to do so no earlier than 1400 from FAI and 1900 from ANC on Sunday, 5 June 2022.

a. Upon arrival at Anderson School, you will be screened in accordance with current CAP and installation health guidance, in-processed and assigned to your CFI-G and glider crew, and then provided supplemental training materials and two Glider Flight Academy T-shirts. Those who will travel to Anderson via a CAP Corporate-Owned Vehicle, will be screened prior loading into the vehicle.

b. You will be asked at in-processing at Anderson to present your current government-issued photo identification card, your current CAP ID Card and your logbook (if you have one) for inspection. **To be eligible for solo, you will need to have your Student Pilot Certificate in hand, as well as a copy uploaded into your Operations Qualifications tab found in eServices** (speak with your squadron leadership to get help uploading your Student Pilot Certificate in eServices). To obtain a FAA Student Certificate you will need to do the following (do not delay, this process may take many weeks to get through all the steps):

- i. Register with FAA on IACRA website: <https://iacra.faa.gov/iacra/login.aspx> (write your username, password and FTN in your logbook or someplace safe and accessible)
- ii. Work with your local Certified Flight Instructor to complete your application for a Student Pilot certificate (you will need your Social Security Number, your US Passport/Birth Certificate and state-issued photo ID when you meet with them at a computer to work through the multi-step process to apply online)

If you have a Third Class Medical Certificate, or a Military Flight Clearance document, please bring that as well, and like the Student Pilot Certificate, upload it in eServices. **You MUST bring the originals of these documents with you to flight academy. Make sure your CAP membership has not expired and will not expire during the Academy!**

c. **Uniform Requirements:** The uniform of the day for cadets will be ABU trousers with GFA-issued T-Shirt with athletic shoes. Outer garments will be worn/carried as appropriate for the weather. Mask, headgear, sunglasses, personal hydration gear and logbook will be considered part of a student's uniform. CFI-Gs have the authority to add to these requirements. Flight suits or PT uniforms will not be worn by cadets. Do not show up wearing your favorite T-Shirt during the week because you did not do your laundry. No clean Glider Flight Academy T-Shirt at breakfast means **no** flying on that day.

7. Student Categories and Expectations:

a. Orientation Flight Students

These students are typically first-time attendees, at the beginning of their glider flight training and entering the AKWG glider training "pipeline." They will be issued the same materials and receive the same ground training as the Pre-Solo Flight Students in order to give them the knowledge and experience necessary to excel as Pre-Solo Flight Students in future flight academies. They are expected to integrate into their crew, following the lead of their assigned crew chief and taking full advantage of their AF-funded Cadet Orientation Flights (up to 5) in accordance with CAPP 60-40, *Cadet Orientation Flight Program Guide*. If required, self-funded sorties may be flown with prior coordination. Their successful and enthusiastic contribution to team cohesion, flight discipline and safe mission accomplishment will be heavily considered by the selection board next year when they apply for Pre-Solo Glider Flight Training.

b. Pre-Solo Flight Students

These students are typically second-time attendees, established in the AKWG glider training "pipeline." Their focus is on preparing for solo flight, given the weather and maintenance health of the Flight Academy's glider aircraft, and their own individual skills. They will be required to complete FAA and CAP-required written tests and meet the standards outlined in CAPS 71-2, *Aircrew Training, Glider* as prescribed by CAPR 70-1 *CAP Flight Management*. They are expected to integrate into their crew, following the lead of their assigned crew chief to contribute to team cohesion, flight discipline and safe mission accomplishment. They will take full advantage of their Glider Flight Academy sorties (up to 30). Their successful and enthusiastic participation, as well as their performance in attaining either Pre-Solo or Solo pilot qualifications will be heavily considered by the selection board next year when they seek Advanced Flight Training in support of their pursuit of a FAA Private Pilot Glider certification.

c. Advanced Flight Students

These students are typically returning attendees, well into the AKWG glider training "pipeline." Their focus is on preparing for a FAA Practical Test. They will be required to complete FAA and CAP-required written tests and meet the standards outlined in CAPS 71-2, *Aircrew Training, Glider* as prescribed by CAPR 70-1 *CAP Flight Management*. Additionally, they will accomplish tasks and requirements as outlined in 14CFR Part 61.102-109 and FAA-S-8081-22 *Private Pilot Practical Test Standards for Glider*. They are expected to lead their crew, ensure team cohesion, flight discipline and safe mission accomplishment as they take full advantage of their Glider Flight Academy sorties (up to 25).

d. All students are expected to conduct themselves in accordance with our CAP core values at all times. Safety remains paramount and compliance with CAP policy and current guidance, including state, installation and borough health mandates, is mandatory and a condition of participation. A failure to meet these standards will result in adverse action and potential dismissal from the Glider Flight Academy.

8. Cancellation

If you find you must cancel participation in this Academy, please notify me immediately so wait-listed students may be advanced to the slotted list. National Headquarters policy is that cancellations received with less than 30 days notice will result in no refund.

9. A Few Words of Wisdom: Glider Flight Academy is a fun, but intense training environment, and your full and undivided attention is necessary to make this a successful and safe activity for you. Use of mobile devices will be restricted to ensure a safe environment on the flightline. Learning is what you are here for. This AKWG Glider Flight Academy is different from other CAP flight academies because in addition to the basic mission of providing high quality flight instruction that builds a firm foundation for a student, this AKWG Glider Flight Academy exists to provide an opportunity for Alaskan cadets to pursue a Private Pilot Glider certification in a deliberate, thorough, multi-year process. In any category of student experience, you will get out of this flight academy what you put into it. If you are eligible to solo, you may attain that milestone at this Glider Flight Academy so long as you apply yourself, the weather cooperates, and your instructor and I authorize it. There will be no pressure on any student from either fellow students or staff to solo. No flight instructor will be pressured to let a cadet solo before that cadet is ready. Therefore, work hard and do not press your instructor about when you will solo (most of us instructors see that persistent question as a “red flag”). Focus on what you can control – your preparation, your knowledge, your skill and ...your attitude!

10. I am available to assist you and can be reached at 341570@akwg.cap.gov or on my mobile device at (907) 717-9184. I truly look forward to seeing you all up at Clear SFS. Now, let's get ready to “slip the surlies!”



BRIAN H. PORTER, Lt Col, CAP
Activity Director
2022 Alaska Wing Glider Flight Academy

Attachments

1. Transportation Form & Safety Pledge
2. Packing List
3. Glider Flight Academy Schedule
4. Generic Glider Normal & Emergency Procedures
5. CAP Media Release Form

**ATTACHMENT 1
TRANSPORTATION FORM & SAFETY PLEDGE**

NAME: _____

HOME SQUADRON: _____

MOBILE PHONE: _____ **PARENT'S PHONE:** _____

Y / N I will be driven to/from Clear SFS by my parent.

Y / N I will fly into / out of _____ (FAI / ANC) airport and will need to be picked up by CAP staff. Details Below:

Arrival Info (Airline, Flight #, Arrival Time, Unaccompanied Minor Requirements): _____

Departure Info (Airline, Flight #, Departure Time, Unaccompanied Minor Requirements): _____

Y / N I will require transportation from my home squadron to/from Clear SFS on Friday, 27 May 2022. I understand that my parent will meet with my assigned CAP staff member and will not leave until I have passed a COVID screening and all forms and gear have been checked and loaded. A similar process will be accomplished upon arrival back at my home squadron on Sunday, 5 June 2022. Times for gathering, departure and arrival will be communicated by the Logistics Officer to the cadets and parents no later than 20 May 2022.

SAFETY PLEDGE

I will abide by all CAP, State of Alaska, municipality, and DoD Installation guidance, and will conduct myself in accordance with CAP core values, maintain safety and crew integrity, and represent myself and CAP positively at all times.

CADET'S FULL NAME/SIGNATURE

PARENT'S FULL NAME/SIGNATURE

ATTACHMENT 2 PACKING LIST 2022

Current Government-issued photo ID card
Current CAP ID Card
Proof of Citizenship (Current US Passport, or Birth Certificate)
Student Pilot Certificate (required for solo)
FAA Medical/Military Medical Clearance (if you have one)
Transportation tickets (For those traveling by plane)
Gortex (rain-worthy) Outer garment (Jacket)
1 Fleece Pullover
Watch Cap
Summer-weight gloves
ABU Pants x2
Undergarments for 6 days
Socks x8 pair (comfortable hiking socks are best)
Athletic shoes x2
Personal hygiene Kit (toothbrush, toothpaste, stick deodorant, hair care)
Masks (10 disposable or 3 purpose-made cloth)
Prescription medicines
Bath Towels x2
Washcloth x 2
Shower shoes
Pillow
Light Sleeping bag
Laundry bag with name in permanent marker
Sunscreen (50 spf or greater)
Lip balm
Insect repellent (spray is okay, DEET cream is better)
Headgear (ABU cover, Boonie cap, conservative/solid colored fishing hat)
Sunglasses x2
Water Bottle or Canteen with name in permanent marker (no camelbacks)
Small notebook with pen in a 1 gallon Ziploc-type bag
Pilot Logbook (if you have one, place in Ziploc-type bag)
No more than \$20 in spending money

NOTE:

You are advised to mark all articles with your name (management will not be responsible for laundry misunderstandings)

Cadets will be quartered in a classroom at Anderson School with access to open bay showers. You may wish to bring a swimsuit or light pair of shorts you can wear to the showers.

ATTACHMENT 3

AKWG Glider Flight Academy Ground School Syllabus - 2022

Day	FAA-Required Pre-Solo Training IAW 61.87(b)	Flight Maneuvers	Knauff Glider Flight Training Manual*	Student Deliverables
Sat 28 May	L1: GROUND OPS & SAFETY L15: SIGNALS L2: A/C CONTROL AND TRIM	Pre-Flight Surface Ops Tow Line Insp Aerotow Shallow Turns	Phase 1 Pages 1 - 37	EP: ROPE BREAK (HIGH & LOW) Knauff Tests 1,2
Sun 29 May	L3: COORDINATED TURNS L7: TAKEOFF L4: AEROTOW L14: EQUIP MALF	Steep Turns Stalls Straight Glides EP's	Phase 2 Pages 39 - 74	EP: EQUIP MALF Knauff Tests 3-5
Mon 30 May	L11: RADIO COMMS L8: STALLS L9: UNUSUAL PATTERNS	Ground Ref Man Traffic Patterns	Phase 3 Pages 76 - 93	EP: NORDO Knauff Test 6
Tue 31 May	L6: TLAR PATTERNS L5: LANDINGS L13: SLIPS	Landings (Norm & Crosswind)	Phase 3 Pages 94-114	EP: SLACK LINE Knauff Test 7
Wed 1 Jun	L10: PT3 L12: OFF-FIELD LANDINGS	Thermalling Wind Shear	Phase 4 Pages 117-140	EP: ROPE BREAK (HIGH & LOW) Complete CAPF 70-5AQ
Thu 2 Jun	AIRCREW SURVIVAL 61.87(b)(1) PRE-SOLO REQ T REVIEW	Complete All CAPS 71-2 Maneuvers for Pre-Solo	Review	PRE-SOLO EXAM IAW 61.87(b)(1)
Fri 3 Jun	CFI-G Review of Logbooks and Ensure 61.87(b) Requirements Are Met	Review CAPS 71-2 Items		

* Expected to be read PRIOR to class

ATTACHMENT 4

GENERIC GLIDER NORMAL & EMERGENCY PROCEDURES
(FOR REFERENCE ONLY)

 **Emergency Procedures**

Emergency Procedures (EPs) - Review

Low Altitude EPs (less than 200') - Land on the right half of the runway.

Towline Breaks / Inadvertent Release - Maintain glider control, release towline, and land at most suitable location.

Tow Plane Loses Power - Maintain glider control, release towline, and land at most suitable location.

Towline Fails to Disconnect - Maintain high tow position and notify tow pilot to release the towline over the airport.

Tow Winch Fails to Disconnect - notify the winch operator to cut the line.

Lost Radio Comm. (Airborne) - Use aerotow visual signals as required.

Frosted Windows - Open vents and side window.

Reference: FAA Glider Flying Handbook

Emergency Procedures

 **Pre-Takeoff Checklist (CVD: 1 Dec 15)**

Flight Controls — Check All (verify proper deflection with an assistant)

Takeoff Checklist

Altimeter/Avionics—Set & On

Belts—Secure & EPs Reviewed

Ballast—As required

Controls—Checked & Trim Set

***Canopy**—Closed & Locked

***Cable**—Connected

Dive Brakes—Closed & locked

Direction of Wind—Establish

Radio—On & Checked

Clear—Personnel & Obstacles Away

*HOT WX OPS, PIC OPTION TO COMPLETE GREEN ITEMS LAST

Landing Checklist

Undercarriage—Down & Locked

Speed—Calculate & Establish

Trim—Set

Airbrakes—Checked

Look—Wind, Aircraft, Personnel

Land - After touchdown, brakes & drag

ATTACHMENT 5



Photographic and other recordings. Volunteer does hereby grant and convey unto CAP all right, title, and interest in any and all photographic images and video or audio recordings made by CAP during the Volunteer's Activities with CAP, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by law. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise *affect* the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Signature: _____

Date: _____

Parent/Guardian Signature: _____

****Parent/Guardian must also sign if volunteer under the age of 18**