Level 5 CAPstone Project: Flight Training Binder

Capt Karen L Padgett
1 March 2022, updated 22 Oct 2022

Purpose

Aid CAP cadets in obtaining the Private Pilot Certificate (PPC) and applying for aviation scholarships and training opportunities

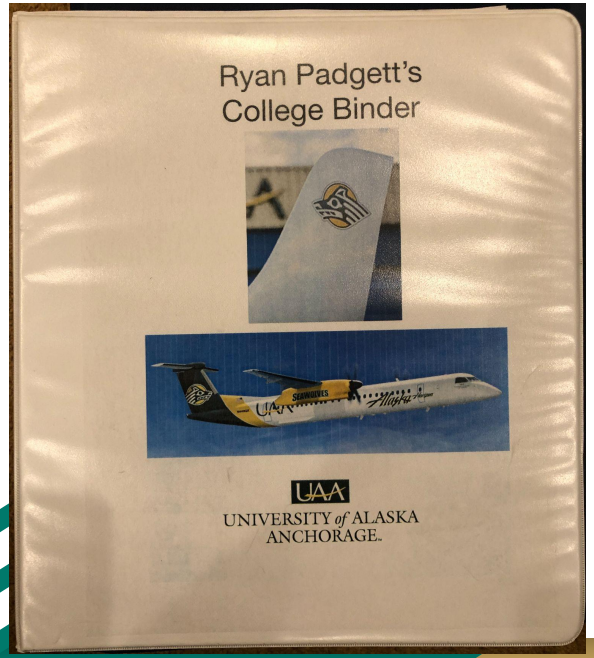
Description

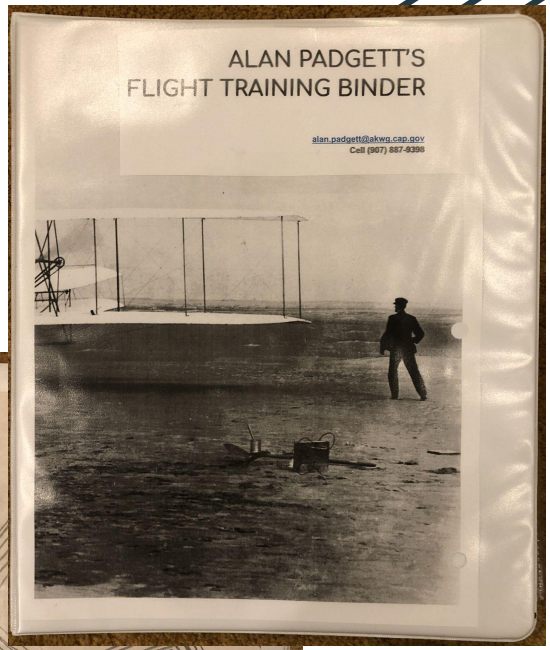
3-ring binder (similar to CAP aircraft and vehicle binders) in which individuals can collect copies of all documents related to obtaining their PPC and applying for scholarships and other training opportunities

Personalized Covers

Cadets are encouraged to decorate the covers of their binders to inspire themselves to keep up the hard work and persistence required to obtain a PPC.

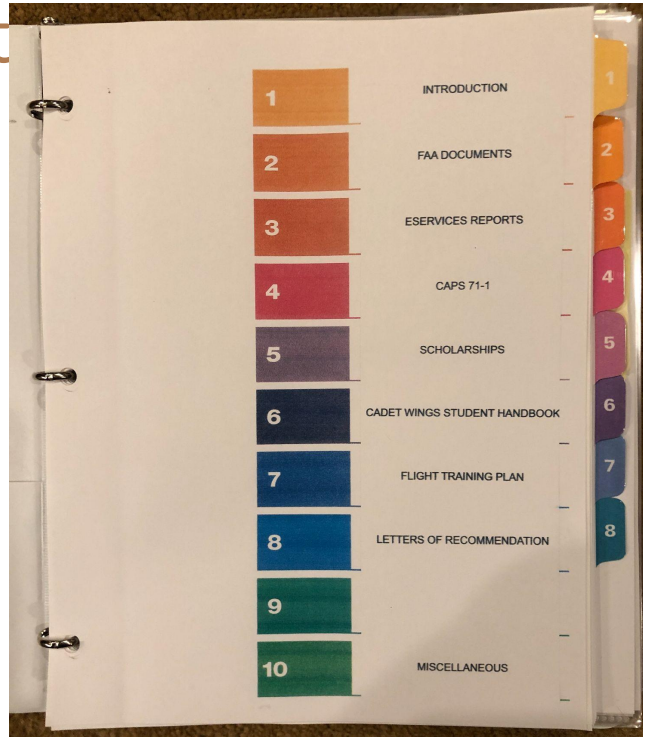
Personalized Binder Examples



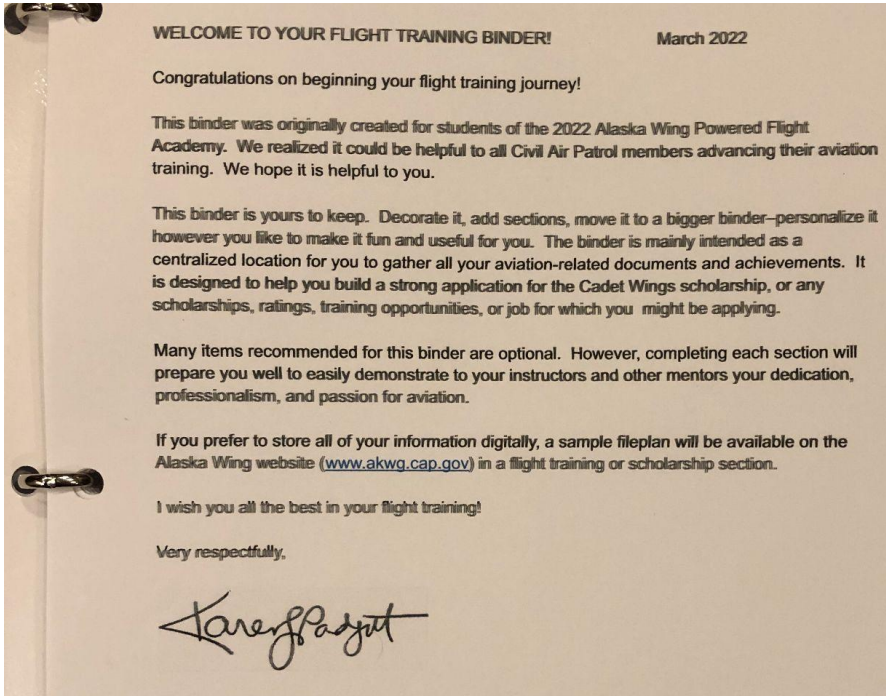


Binder Table of Content

1. Introduction
2. FAA Documents
3. eServices Reports
4. CAPS 71-1
5. Scholarships
6. Cadet Wings Handbook
7. Flight Training Plan
8. Letters of Recommendation
9. (TBD)
10. Miscellaneous



Binder Sect. 1: Introduction



WELCOME TO YOUR FLIGHT TRAINING BINDER! March 2022

Congratulations on beginning your flight training journey!

This binder was originally created for students of the 2022 Alaska Wing Powered Flight Academy. We realized it could be helpful to all Civil Air Patrol members advancing their aviation training. We hope it is helpful to you.

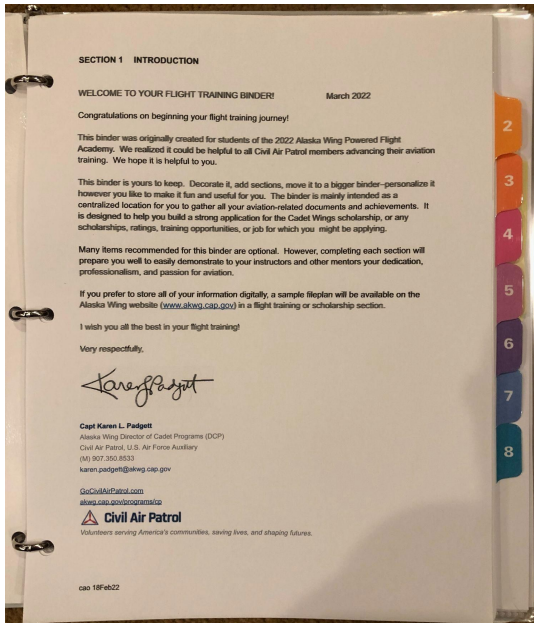
This binder is yours to keep. Decorate it, add sections, move it to a bigger binder–personalize it however you like to make it fun and useful for you. The binder is mainly intended as a centralized location for you to gather all your aviation-related documents and achievements. It is designed to help you build a strong application for the Cadet Wings scholarship, or any scholarships, ratings, training opportunities, or job for which you might be applying.

Many items recommended for this binder are optional. However, completing each section will prepare you well to easily demonstrate to your instructors and other mentors your dedication, professionalism, and passion for aviation.

If you prefer to store all of your information digitally, a sample fileplan will be available on the Alaska Wing website (www.akwg.cap.gov) in a flight training or scholarship section.

I wish you all the best in your flight training!

Very respectfully,



SECTION 1 INTRODUCTION

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Very respectfully,

Capt Karen L. Padgett
Alaska Wing Director of Cadet Programs (DCP)
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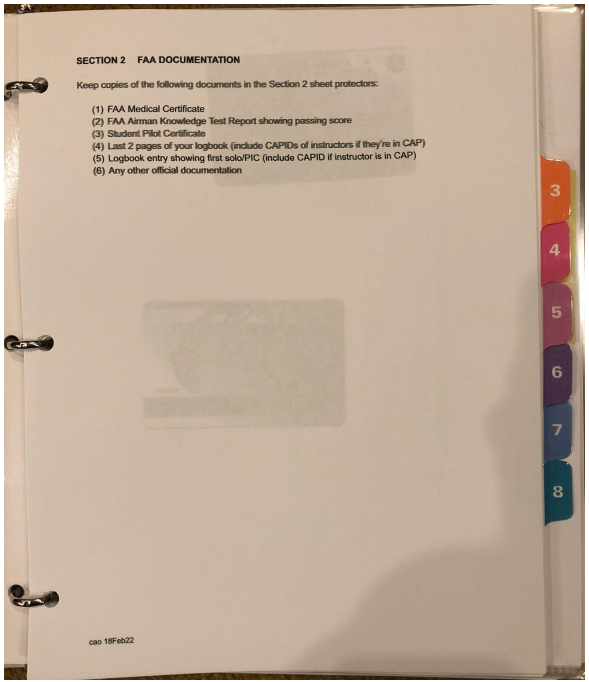
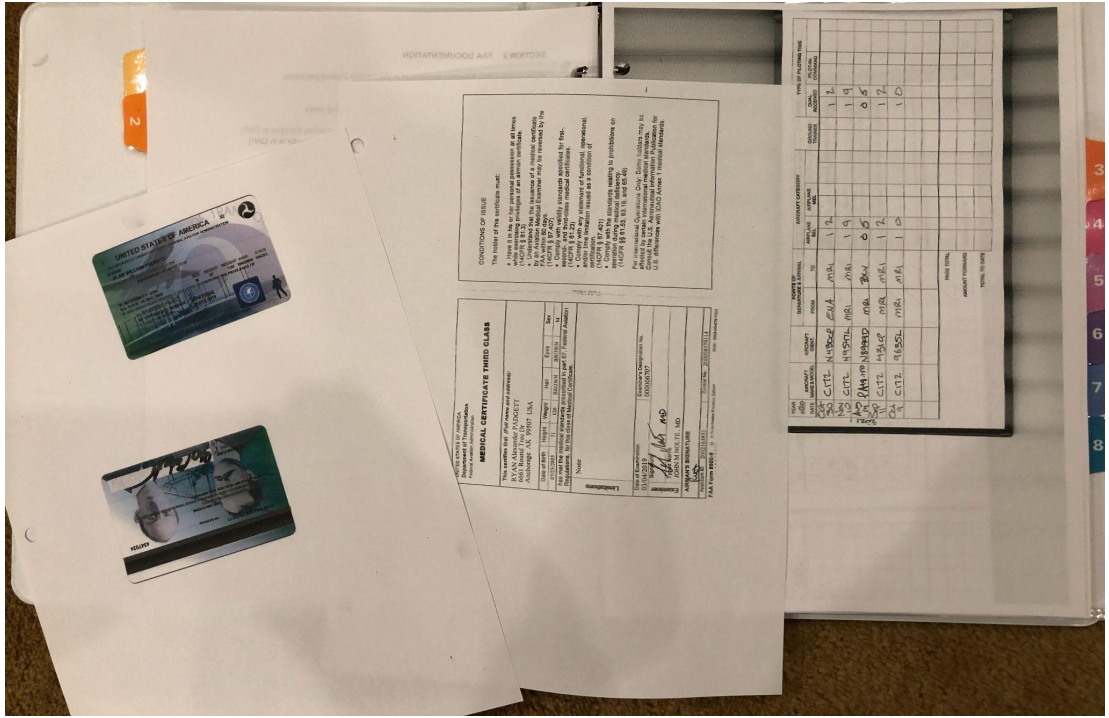
2 3 4 5 6 7 8

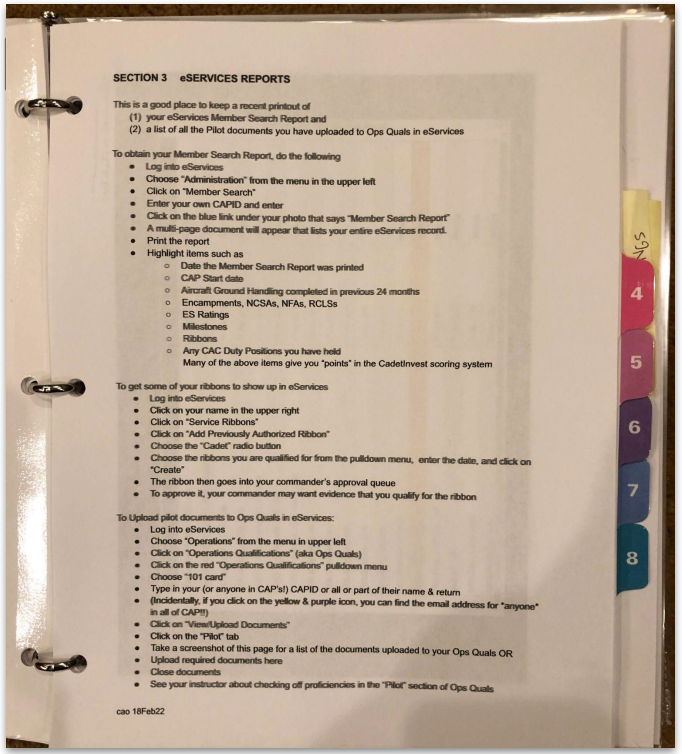
Binder Sect. 2: FAA Documentation





Sect. 3: eServices Re

- Member Search Report
- How to get ribbon credit
- Uploading to Ops Quals



SECTION 3 eSERVICES REPORTS

This is a good place to keep a recent printout of
(1) your eServices Member Search Report and
(2) a list of all the Pilot documents you have uploaded to Ops Quals in eServices

To obtain your Member Search Report, do the following
- Log into eServices
- Choose "Administration" from the menu in the upper left
- Click on "Member Search"
- Enter your own CAPID and enter
- Click on the blue link under your photo that says "Member Search Report"
- A multi-page document will appear that lists your entire eServices record.
- Print the report
- Highlight items such as
  - Date the Member Search Report was printed
  - CAP Start date
  - Aircraft Ground Handling completed in previous 24 months
  - Encampments, NCSAs, NFAs, RCLSs
  - ES Ratings
  - Milestones
  - Ribbons
  - Any CAC Duty Positions you have held

  Many of the above items give you "points" in the CadetInvest scoring system

To get some of your ribbons to show up in eServices
- Log into eServices
- Click on your name in the upper right
- Click on "Service Ribbons"
- Click on "Add Previously Authorized Ribbon"
- Choose the "Cadet" radio button
- Choose the ribbons you are qualified for from the pulldown menu, enter the date, and click on "Create"
- The ribbon then goes into your commander's approval queue
- To approve it, your commander may want evidence that you qualify for the ribbon

To Upload pilot documents to Ops Quals in eServices:
- Log into eServices
- Choose "Operations" from the menu in upper left
- Click on "Operations Qualifications" (aka Ops Quals)
- Click on the red "Operations Qualifications" pulldown menu
- Choose "101 card"
- Type in your (or anyone in CAP's!) CAPID or all or part of their name & return
- (Incidentally, if you click on the yellow & purple icon, you can find the email address for "anyone" in all of CAP!!)
- Click on "View/Upload Documents"
- Click on the "Pilot" tab
- Take a screenshot of this page for a list of the documents uploaded to your Ops Quals OR
- Upload required documents here
- Close documents
- See your instructor about checking off proficiencies in the "Pilot" section of Ops Quals

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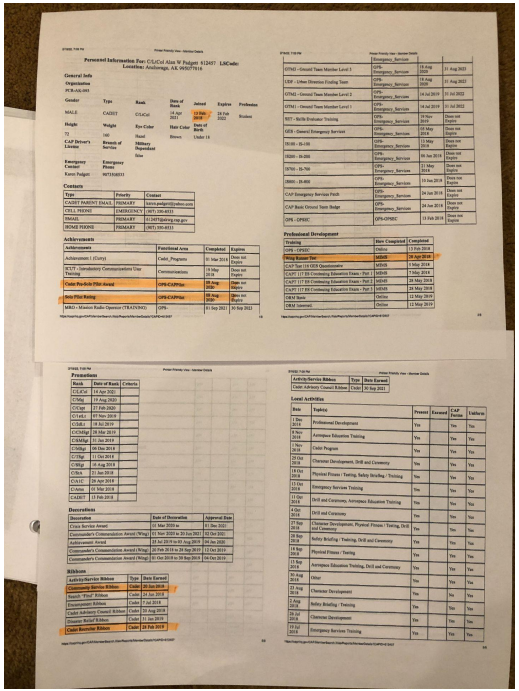
NGS 4 5 6 7 8

Members Search Report Example



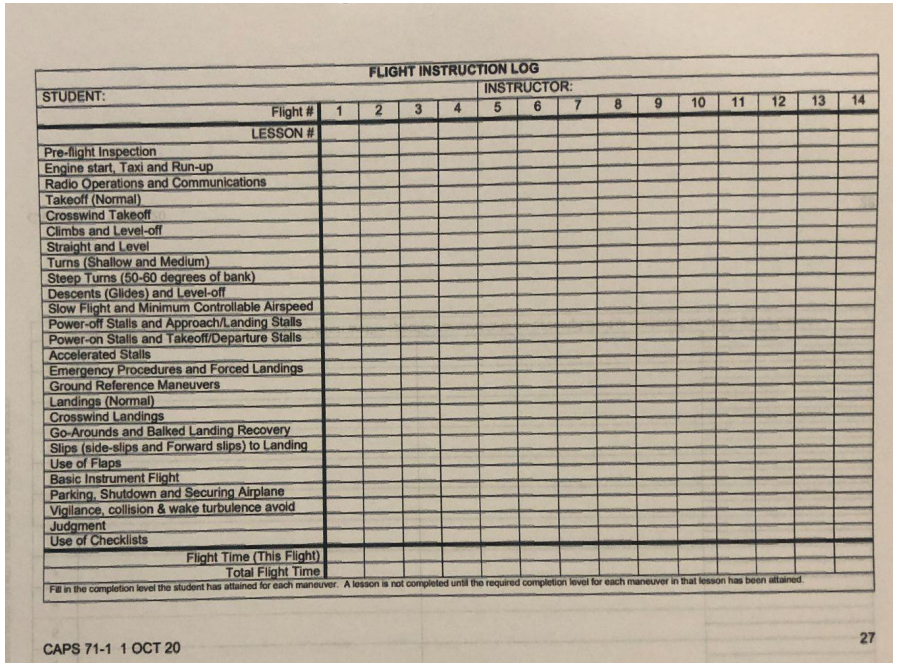
Ops Quals Upload Example

File	Date Uploaded	Remove File?
Abbreviated Form 5 C172 1.pdf	12 Feb 2019	Remove
Abbreviated Form 5 C185 AMPH8 1.pdf	04 Oct 2019	Remove
Annual Form 5 C172 1.pdf	13 Mar 2018	Remove
Annual Form 5 GA8 1.pdf	27 Mar 2019	Remove
CAPF 70-5 (Abbreviated) C182 1.pdf	27 Jun 2020	Remove
CAPF 70-5 (Annual) C182 1.pdf	02 Aug 2021	Remove
CAPF 70-5 (Initial) C172 FLOAT 1.pdf	19 Jun 2020	Remove
FAA Certificate 1.pdf	29 Mar 2021	
FAA Certificate 2.jpg	27 Jul 2018	
FAA Certificate 2.pdf	04 Dec 2019	
FAA Certificate 3.pdf	21 Apr 2019	
FAA Certificate 4.pdf	14 Mar 2019	
FAA Flight Review 1.jpg	03 Apr 2021	Remove
FAA Flight Review 2.jpg	27 Jul 2018	Remove
FAA Wings Certificate 1.pdf	31 Mar 2019	Remove
Form 91 1.pdf	15 Sep 2018	Remove
Initial Form 5 GA8 1.pdf	26 Apr 2018	Remove
LOGBOOK ENTRY 1.jpg	13 Mar 2018	Remove

Sect 4: CAPS 71-1, *Aircrew Training, Airplane*

- Binder includes printout of the 8 training modules of CAPS 71-1

- Helps students see what their Instructor Pilots are looking for before they solo



FLIGHT INSTRUCTION LOG

STUDENT: INSTRUCTOR:

Flight #	1	2	3	4	5	6	7	8	9	10	11	12	13	14
LESSON #														
Pre-flight Inspection														
Engine start, Taxi and Run-up														
Radio Operations and Communications														
Takeoff (Normal)														
Crosswind Takeoff														
Climbs and Level-off														
Straight and Level														
Turns (Shallow and Medium)														
Steep Turns (50-60 degrees of bank)														
Descents (Glides) and Level-off														
Slow Flight and Minimum Controllable Airspeed														
Power-off Stalls and Approach/Landing Stalls														
Power-on Stalls and Takeoff/Departure Stalls														
Accelerated Stalls														
Emergency Procedures and Forced Landings														
Ground Reference Maneuvers														
Landings (Normal)														
Crosswind Landings														
Go-Arounds and Balked Landing Recovery														
Slips (side-slips and Forward slips) to Landing														
Use of Flaps														
Basic Instrument Flight														
Parking, Shutdown and Securing Airplane														
Vigilance, collision & wake turbulence avoid														
Judgment														
Use of Checklists														
Flight Time (This Flight)														
Total Flight Time														

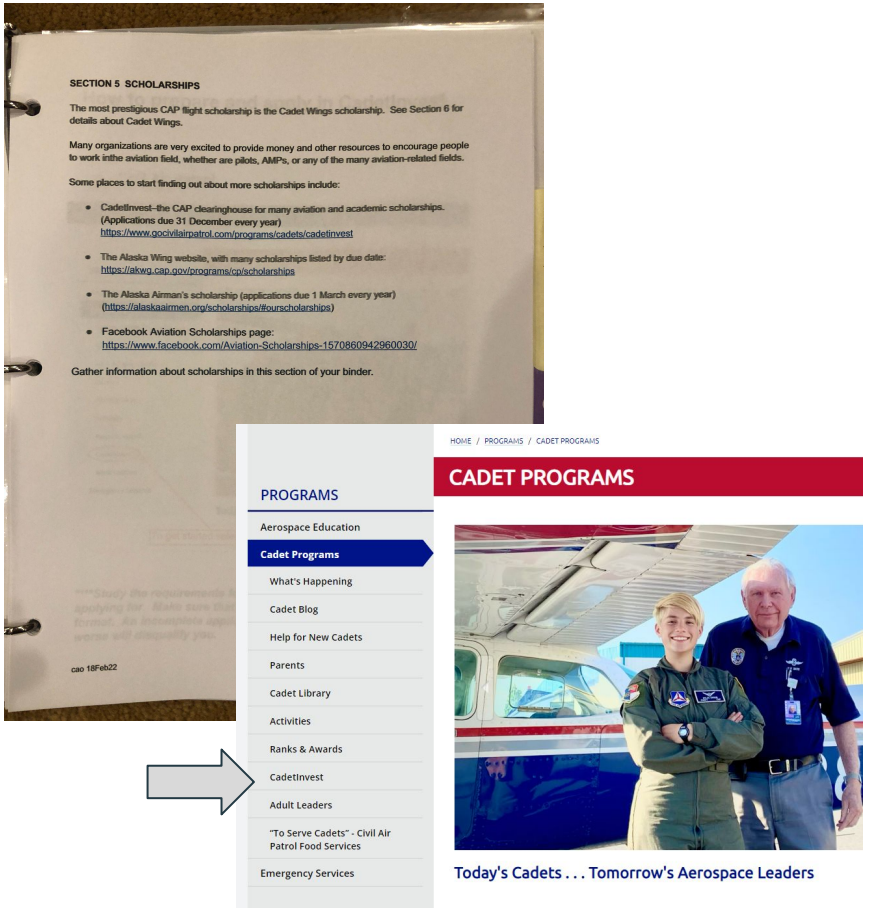
Fill in the completion level the student has attained for each maneuver. A lesson is not completed until the required completion level for each maneuver in that lesson has been attained.

CAPS 71-1 1 OCT 20

27

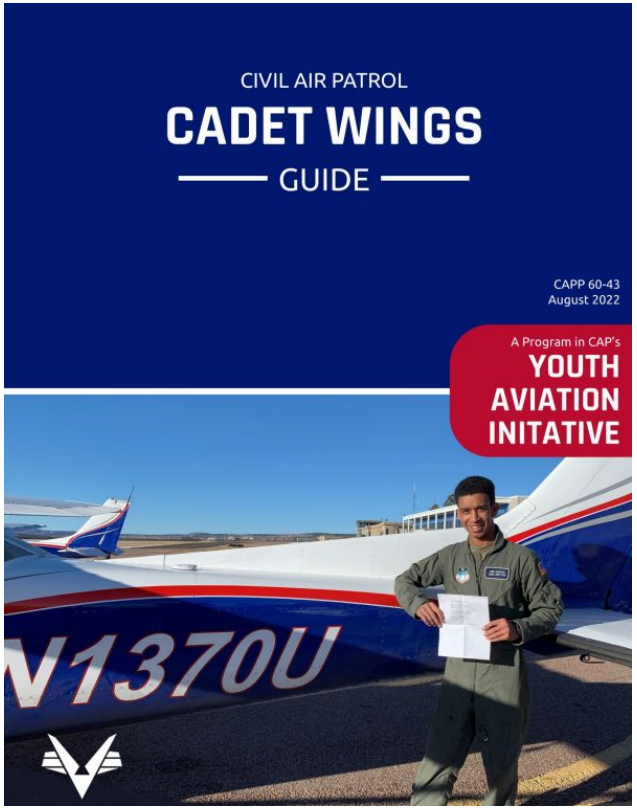
Sect 5: Scholarships

- Students can gather information about the various scholarships available in the aviation world.
- The student can tailor this section to their specific demographics (home state, gender, age, skill level, etc)
- Cadets are directed to CadetInvest for access to many aviation and academic scholarships
- Cadet Wings is included separately in Sect 6

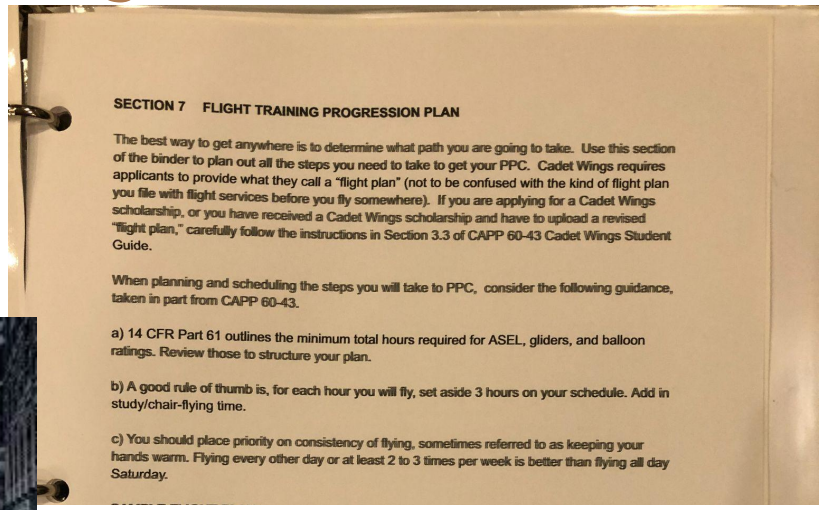


Sect 6: Cadet Wings Scholarship

- Funding for up to 60 hr of flight instruction (ideally to PPC)
- Valued at $9000-$15,000
- More importantly: Higher likelihood of *getting* to PPC!
- Applicants must gather 10-15 documents from various sources then upload and/or submit them in various places at various times
- Printout of the Cadet Wings Student Guide for easy reference/markup



Sect. 7: Flight Training Progression Plan



SECTION 7 FLIGHT TRAINING PROGRESSION PLAN

The best way to get anywhere is to determine what path you are going to take. Use this section of the binder to plan out all the steps you need to take to get your PPC. Cadet Wings requires applicants to provide what they call a "flight plan" (not to be confused with the kind of flight plan you file with flight services before you fly somewhere). If you are applying for a Cadet Wings scholarship, or you have received a Cadet Wings scholarship and have to upload a revised "flight plan," carefully follow the instructions in Section 3.3 of CAPP 60-43 Cadet Wings Student Guide.

When planning and scheduling the steps you will take to PPC, consider the following guidance, taken in part from CAPP 60-43.

a) 14 CFR Part 61 outlines the minimum total hours required for ASEL, gliders, and balloon ratings. Review those to structure your plan.

b) A good rule of thumb is, for each hour you will fly, set aside 3 hours on your schedule. Add in study/chair-flying time.

c) You should place priority on consistency of flying, sometimes referred to as keeping your hands warm. Flying every other day or at least 2 to 3 times per week is better than flying all day Saturday.

Sect. 8: Resume and Letters of Recommendation

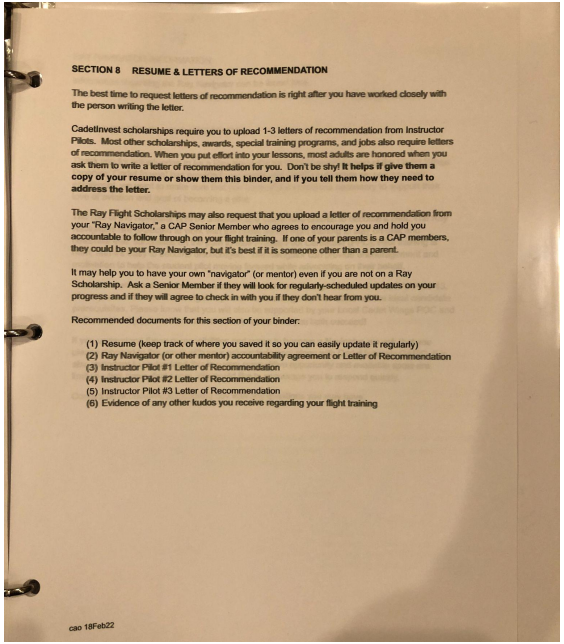
When is it easier to get a Letter of Recommendation from your Instructor Pilot?

(a) When you have just spent several hours with your instructor to whom you have just provided a format and description of the scholarship requirements and respectfully suggested a due date.

(b) Months later when your instructor does not remember who you are.

(c) The day before your scholarship application is due.

(d) Hope they'll guess you need one and just hand you one out of the blue.



SECTION 8 RESUME & LETTERS OF RECOMMENDATION

The best time to request letters of recommendation is right after you have worked closely with the person writing the letter.

CadetInvest scholarships require you to upload 1-3 letters of recommendation from Instructor Pilots. Most other scholarships, awards, special training programs, and jobs also require letters of recommendation. When you put effort into your lessons, most adults are honored when you ask them to write a letter of recommendation for you. Don't be shy! **It helps if give them a copy of your resume or show them this binder, and if you tell them how they need to address the letter.**

The Ray Flight Scholarships may also request that you upload a letter of recommendation from your "Ray Navigator," a CAP Senior Member who agrees to encourage you and hold you accountable to follow through on your flight training. If one of your parents is a CAP members, they could be your Ray Navigator, but it's best if it is someone other than a parent.

It may help you to have your own "navigator" (or mentor) even if you are not on a Ray Scholarship. Ask a Senior Member if they will look for regularly-scheduled updates on your progress and if they will agree to check in with you if they don't hear from you.

Recommended documents for this section of your binder:

(1) Resume (keep track of where you saved it so you can easily update it regularly)
(2) Ray Navigator (or other mentor) accountability agreement or Letter of Recommendation
(3) Instructor Pilot #1 Letter of Recommendation
(4) Instructor Pilot #2 Letter of Recommendation
(5) Instructor Pilot #3 Letter of Recommendation
(6) Evidence of any other kudos you receive regarding your flight training

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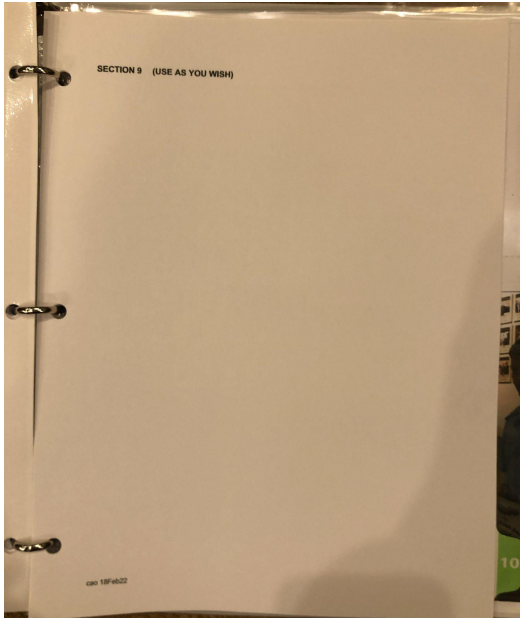
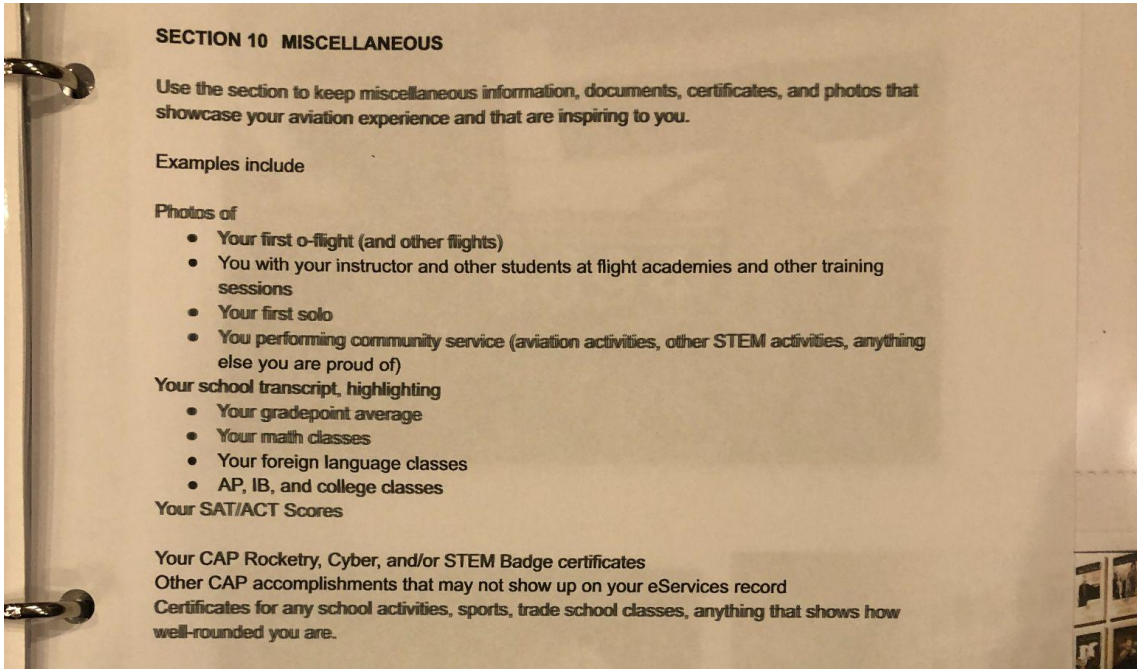
Sect 9: Personalize or for future use



Sect. 10: Miscellaneous



SECTION 10 MISCELLANEOUS

Use the section to keep miscellaneous information, documents, certificates, and photos that showcase your aviation experience and that are inspiring to you.

Examples include

Photos of

- Your first o-flight (and other flights)
- You with your instructor and other students at flight academies and other training sessions
- Your first solo
- You performing community service (aviation activities, other STEM activities, anything else you are proud of)

Your school transcript, highlighting

- Your gradepoint average
- Your math classes
- Your foreign language classes
- AP, IB, and college classes

Your SAT/ACT Scores

Your CAP Rocketry, Cyber, and/or STEM Badge certificates
Other CAP accomplishments that may not show up on your eServices record
Certificates for any school activities, sports, trade school classes, anything that shows how well-rounded you are.

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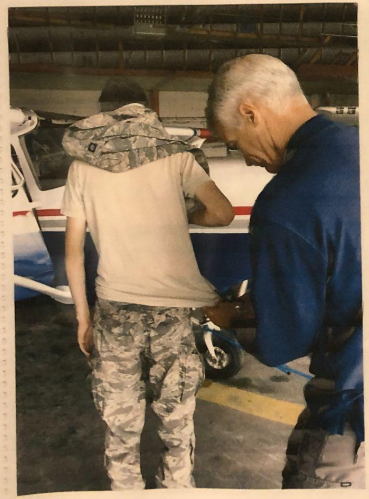
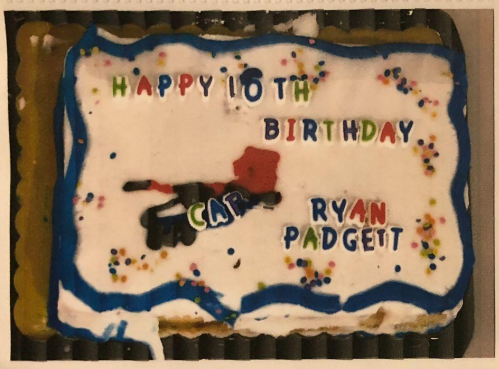
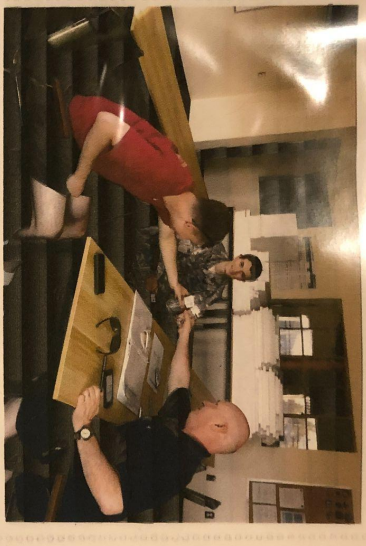


HALL OF FAME


HAPPY 10TH
BIRTHDAY
RYAN
PADGETT



Ryan getting pilot's license 5/3/21

Questions/Comments/Suggestions

Did you have a centralized place to gather all your information when you were/are learning to fly?

Would this have been helpful to you?

Do you think it will help high-achieving young people succeed as pilots?

Does this help CAP and USAF achieve their strategic objectives?

How can it be better?

How can it be easier to update?

What kind of electronic format may be useful?

Thank you!