

# CIVIL AIR PATROL CADET WINGS

## — GUIDE —



CAPP 60-43  
May 2025

A Program in CAP's

**YOUTH  
AVIATION  
INITIATIVE**



**The goal of Cadet Wings is to assist cadets in obtaining their Private Pilot Certificate, recognized by industry as the first milestone for those who have a serious desire to pursue a flying career.**



## SUMMARY OF CHANGES

This publication replaces CAPP 60-43, Cadet Wings Guide, June 2024. **Changes throughout are highlighted in grey.** Minor grammatical changes excluded.

- a) Removed Glider and Balloon Flight Path Tracks
- b) Updated EAA Student Membership language
- c) Updated Section 2.1 Timeline, including application window change
- d) Updated Section 2.3 Ideal Candidate Requirements, Aircraft Ground Handling & FAA Written Exam cannot expire before 30 September of the upcoming Cadet Wings fiscal year
- e) Removed Section 2.4, NFA Distinguished Graduates
- f) Update description of in-residence programs
- g) Updated Section 3.2, Candidate Categories
- h) Added latest training start date of 1 March
- i) Removed Attachment 7, CFI Syllabus Selection & Goal Estimates Document will be provided as needed to CAP-CFI by NHQ
- j) Added Navigator & Wing POC Guides

On the cover: Cadet Wings Graduate #339 C/MSgt Aleena Francis, SWR-AZ. She received her flight training through Cadet Wings' Advanced Flight Training Academy, Summer 2024.

CAPP 60-43  
CADET WINGS GUIDE  
May 2025

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## Part 1 INTRODUCTION

Cadet Wings provides funded training to selected Civil Air Patrol cadets to earn their Private Pilot Certificate (PPC) in the Airplane Single Engine (ASEL) Land category and class. The United States Air Force and other funding partners such as the James C. Ray Foundation have allocated Civil Air Patrol (CAP) funds for CAP cadet flight training with the goal of fulfilling its mission of developing tomorrow's aerospace leaders.



As part of the Youth Aviation Initiative (YAI), Cadet Wings is a merit-based program, providing formal flight training for CAP cadets pursuing a PPC. The PPC is recognized by industry as the first milestone for those who have a serious desire to pursue a flying career. Cadet Wings also includes needs-based elements to remove financial barriers for economically disadvantaged cadets.

This guide outlines the goals and benefits, describes procedures, and explains the application and selection process from initial stages to full enrollment. Because of the significant time and money required to achieve a PPC, the selection process is very competitive.

Research published by the Aircraft Owners and Pilot Association shows that 80% of student pilots drop out of training. Achieving a dream should not be fraught with disappointing starts and stops, but it can be hard work!

Financial burdens, poor flight instruction, the solo plateau, unrealistic expectations on time involved, not setting clear goals, lack of structure, lack of a mentor, check-ride failure, and losing joy in flying are the top nine barriers to success.

Cadet Wings is designed to address these reasons people are not successful. By providing financial support, constructing, and adhering to a personalized flight plan, assigning a mentor, conducting periodic assessments to determine progress in the program, and evaluating quality of the instruction, this program will put you on and help keep you on a path to success.

Cadet Wings goals are for:

- a) participants to earn their PPC at a greater rate compared to the General Aviation (GA) community
- b) participants to earn their PPC in fewer hours than the GA community average
- c) the mean cost per PPC to be less than the GA community average
- d) percentage of program funds devoted to overhead remains below 12%
- e) program critiques from all stakeholders, cadets, instructors, mentors, and vendors, indicate a positive experience



*C/2d Lt Anderson Silianoff, RMR-UT, Cadet Wings Graduate #302*

Eddie Rickenbacker, World War I Ace and Medal of Honor recipient, said, "Aviation is proof that given the will, we have the capacity to achieve the impossible." Use this guide to achieve the impossible.

## Experimental Aircraft Association Student Membership

CAP partners with EAA, the [Experimental Aircraft Association](#). When cadets complete their first CAP orientation flight, EAA will honor this flight and enroll the cadet into the Young Eagles Flight Plan. Though cadets are not considered Young Eagles, they can receive many similar benefits including:

- a) FREE access to Sporty's Learn to Fly Course (\$299 value)\*
- b) FREE first flight lesson (\$160 value)\*\*
- c) FREE Soaring Society of America Cadet Membership
- d) Enrollment into EAA AeroEducate
- e) FREE EAA Student Membership
- f) FREE admission to 400+ science and technology museums
- g) FREE Academy of Model Aeronautics Student Membership
- h) FREE electronic copy of EAA Sport Aviation magazine

*\*This interactive online course uses real-world video and incredible 3D animations to help you learn the basics of flight. Plus, EAA will reimburse you when you pass your FAA Airman Knowledge Test a/k/a written exam (\$175 value).*

*\*\*Upon completion of the first three volumes of the Sporty's Learn to Fly Course*

Cadets are eligible to join EAA as a Student Member after their first orientation flight. For more information see the [Young Eagles link on the CAP website](#). If you need help, contact [cadets@capnhq.gov](mailto:cadets@capnhq.gov) and ask for instructions on joining.



## 1.2 KEY CONTACTS

The following individuals are your key contacts to help you plan, coordinate, and execute the major facets of the program, as you begin your journey towards earning your PPC. In addition, they serve as your first line of communication as it relates to the operation and oversight of Cadet Wings.

Kathrine Schmidt  
Sr. Program Manager  
Cadet Aviation  
[cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov)  
(HQ) 877-227-9142  
(O) 334-953-9141



Vacant  
Program Assistant  
Cadet Wings  
[cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov)  
(HQ) 877-227-9142

Julie Cooley  
Program Administrator  
Cadet Wings  
[cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov)  
(HQ) 877-227-9142  
(O) 334-392-0321



Additionally, aviation experts are assigned as panel members on the YAI Panel to focus on day-to-day processing, coordination, and mentoring. Your Wing also provides a primary point of contact to serve as local liaison. This list can be found on the Cadet Wings [webpage](#).

## Part 2 APPLICATION PROCESS

### 2.1 TIMELINE

1 July	Application window opens, cadets begin applying online in eServices CadetInvest module for Cadet Wings
15 July	YAI Panel begins review of Ideal Candidate applications that have unit/wing approvals, in order of date received. (First come, first served)
1 Sept 12:00PM CDT	Application deadline to be considered for Cadet Wings (all slots could be filled with Ideal Candidates before CadetInvest closes 1 Sept)
1 Sept – 15 Sept	Units and Wings approve CadetInvest applications in eServices
15 Sept – 30 Sept	Objective scoring program runs, Cadet Wings Team verifies all business rules are applied and adjusted
1 Oct	Earliest possible date that flight training may begin
Ongoing	YAI Panel continues review and recommendations on all candidate categories (all slots could be filled with Ideal Candidates during early review)
As selected	Announcements go out to cadets via email notifying them of their category, status, and next steps

### 2.2 ELIGIBILITY

- You must be a current cadet member in good standing at time of application AND throughout the duration of enrollment.
- Cadets must have completed Achievement 1.
- By FAA standards, you must be at least 16 years old for solo operation of an airplane. To take the FAA Private Pilot Practical Test for an airplane the FAA requires that you be at least 17 years of age. **Cadets must have been born on or before September 10<sup>th</sup>, 2009, to participate in the 2026 Cadet Wings Program.** They will not begin flight training until they are within 6 months of turning 17.
- Cadets must pass the FAA Private Pilot Practical Test prior to their 21st birthday.
- Cadets who are not U.S. citizens are responsible for obtaining and submitting all State Department, Transportation Security Administration (TSA), and FAA required paperwork. Any procedures or documentation needed for the TSA Alien Flight Student Program (AFSP) is not CAP's responsibility.
- Any cadet who already possesses a Private Pilot Certificate for any Category issued under 14 CFR Part 61 is ineligible for enrollment in Cadet Wings.



## 2.3 IDEAL CANDIDATE REQUIREMENTS

Any eligible cadet as defined in 2.2 can apply for Cadet Wings. Some aviation related requirements that would make a cadet more competitive include:

- a) Current Aircraft Ground Handling Training not expiring before 30 September of the upcoming Cadet Wings fiscal year
- b) Student Pilot Certificate
- c) Current FAA Medical Certificate (Class III as a minimum)
- d) Solo Endorsement and Solo Flight in an airplane, glider, or balloon (IAW [14 CFR § 61.87](#))
- e) FAA Airman Knowledge Test Report containing passing score not expiring before 30 September of the upcoming Cadet Wings fiscal year
- f) Exhibits the potential for continued CAP service as a cadet leader

Applicants with all the Ideal Candidate Requirements completed **who apply early** during the application window may be reviewed and given Prospective Candidate status early.

*Note: Information provided on the application will be verified by NHQ to be truthful at the time of application submission.*

## 2.4 ACRONYMS & DEFINITIONS

Below are definitions of acronyms and terminology used in the Cadet Wings program:

**FBO:** Fixed Base Operator – This is usually a commercial company which provides aviation services at an airport such as fueling and flight instruction.

**CFI:** Certificated Flight Instructor – A person who holds a flight instructor certificate who is authorized to give training and endorsements.

**Navigator:** A local senior member with a desire to help cadets succeed, remain in contact with their cadet to celebrate accomplishments and troubleshoot hurdles, and be their local advocate. Aviation experience is not required.

**Flight Plan:** A statement describing how you will spend your program funds, to include your flight training plan (where you will fly, the name of the FBO/CAP CFI, how often you will fly, when you will begin and end your training, etc.). It is **highly** recommended you use the templates found in Attachments 5 & 6 and on the Cadet Wings webpage.

**Cadet Wings Commitment Statement:** Form pledging ongoing commitment to overall goals and standards of Cadet Wings as outlined in this Guide (See Attachment 1)

**Objective Scoring Process:** An automated scoring process by which application elements are scored (See Attachment 2).

**Subjective Scoring Process:** An aviation expert panel reviews submitted flight plan for an actionable, feasible plan and verifies receipt of valid certification documents, etc. (See Attachment 3).

## 2.5 FLIGHT TRAINING METHODS

To achieve the goal of developing tomorrow's aerospace leaders, Cadet Wings is organized around two primary training methods. Cadets indicate their preference for CAP Aircraft/CAP Instructor or Commercial FBO/Flight School in their flight plan at the time of application.

We encourage utilizing CAP CFI with CAP aircraft. This method best uses our resources and has added benefit of orienting cadets to flying in CAP as it will benefit the cadet since they will be flying their proficiency flights in CAP planes, thus requiring being competent with the CAP flight operations procedures and processes.

If available, after evaluation, the Commercial In-Residence Flight School and the CAP Advanced Flight Training Academy may be two secondary flight path options. These candidates will be selected from the most qualified candidates.

**Candidates must select "Yes" to the in-residence flight academy question on the Aviation Experience tab of the CadetInvest application.**

Cadets selected for the Commercial In-Residence Flight School are top performing cadets who also have a high GPA. Upon selection they must possess or immediately obtain a Student Pilot Certificate and an FAA First Class Medical Certificate. They may have little to no aviation or flight experience and may not meet Ideal Candidate prerequisites to qualify for this flight path method.



*C/Lt Col Addison Fitzpatrick, MAR-NC, Cadet Wings Graduate #372*

Flight Training Methods

Primary Training Methods

CAP Aircraft/CAP Instructor

CAP Aircraft and CAP CFI are used for training. This option is the preferred method.  
National Headquarters, Cadet Programs will provide each cadet with an assigned CAP mission number, unique to them, at the time of program enrollment.  
**All flying must be done in sorties under that specific mission number, if any other mission number is used it will not be reimbursed or paid by Cadet Wings. Funds may not be applied retroactively to hours flown before cadet is enrolled.**

Commercial FBO/Flight School

A Commercial FBO/Flight School provides aircraft and CFIs for training. National Headquarters, Cadet Programs will contract with the FBO, stipulating details, payment schedule, invoicing, and detailed reporting on cadet's progress. Only CAP NHQ may sign any contracts. Funds may not be applied retroactively to hours flown before cadet is enrolled. While it is encouraged for Cadets to introduce themselves to the flight school they would like to train with, they should leave payment and contracting discussions to NHQ Staff.

Secondary Training Methods

CAP Advanced Flight Training Academy

The 30-day CAP in-residence flight academy method will provide CAP CFI, in-residence staff, lodging, meals, and CAP aircraft training at a central location. This environment is anticipated to deliver the highest-quality experience.  
National Headquarters, Cadet Programs will provide a CAP mission number for the academy. All sorties are flown under the assigned mission number on site. Funds may not be applied retroactively to hours flown before cadet is enrolled. Travel to and from the location is provided.

Commercial In-Residence Flight School

In partnership with AFJROTC and participating universities, the 60-day Commercial In-Residence Flight School method will provide aircraft, CFIs, lodging, and meals. This program takes place over the summer. Cadets attend universities in pairs and work with AFJROTC, AFROTC, and USAFA cadets. Travel to and from the location is provided.



## Part 3 CATEGORIES & PROGRESS

### 3.1 CADET PROTECTION AWARENESS

The uniqueness of flying with an instructor does not mean that Cadet Protection does not apply. All training should be done in a professional, open, public atmosphere. All instructors providing training to cadets enrolled in Cadet Wings are subject to a background check, provided by their employer or CAP NHQ. CAPR 60-2, *Cadet Protection Policy*, section 2.10 addresses standards of practices which includes flight instruction. Prior to enrollment cadet must complete the “Always Vigilant” proctored online course. This course is scheduled through Cadet Programs, Aviation Group at National Headquarters.



*C/Lt Col Isaac Garcia, GLR-IN, Cadet Wings Graduate #342*

## 3.2 CANDIDATE CATEGORIES

There are 5 candidate categories. Candidates will be notified of their enrollment progression and any changes in candidate category by NHQ via email with comprehensive completion instructions. Questions should be directed to [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov). **Cadets should not work on any steps until directed by NHQ.**

### Prospective Candidates

In this phase, NHQ requests documentation to support what was submitted on your application. Not all Prospective Candidates move forward to the Contracting phase. The requested documentation is detailed in Attachment 3.

### Contracting Candidates

In this phase, NHQ contacts the FBO or CAP-CFI listed in a cadet's flight plan for additional documentation, as well as assigning tasks for the cadet to complete, including:

- a) Sign up for Zululog
- b) Attend Always Vigilant
- c) Attend a Launch Call
- d) Purchase the ASA Oral Exam Guide

### Enrolled

A candidate accepted into Cadet Wings and has begun their customized private pilot timeline. Enrollees will have several progress assessments to ensure they are on track for success. They:

- a) Attend bi-weekly progress call meetings
- b) Schedule to fly 2-3 times per week
- c) Maintain their online logbook, Zululog
- d) Communicate successes and challenges with their Navigator, YAI Panel Mentor, and [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov).

### Wait-Listed Candidates

A waitlist may be opened containing ideal candidates who applied late in the application cycle as well as cadets who are working towards meeting all ideal candidate criteria, as noted 2.3.

### Not Selected

Candidates not selected will be notified after the application review period has ended. They are encouraged to work on the ideal candidate criteria and re-apply in the following application cycle. Questions about how to obtain the ideal candidate criteria can be sent to [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov).

### 3.3 PLANNING AND PROGRESSION

To achieve any goal, you need a detailed plan and timeline. You should establish a timeline/schedule to obtain your goal of garnering your PPC within the 60 allotted program hours or 6 months. Following your flight plan is a crucial key to your success. The more thorough your flight plan, the better it is scored by the selection panel. When creating the flight plan (see 2.5.3), you are encouraged to meet with your CFI and consider the following guidance:

- a) [14 CFR Part 61.109](#) outlines the minimum total hours required for your **Private Pilot Certificate**. Review this to structure your plan.
- b) Cadet Wings will fund flight fuel, aircraft rental, maintenance costs, FAA Private Pilot Practical Test cost, instructor expenses up to your PPC, and 60 flight hours after being enrolled, or 6 calendar months after being enrolled, whichever comes first. The 60-hour time limit allows for breaks in training due to weather or maintenance and varying rates of skill acquisition.
- c) From the time you are enrolled in Cadet Wings, you will have a **maximum of 6 months** to achieve your PPC.
- d) You should plan to fly a minimum of 2.5 - 5 hours per week, which translates 2 to 3 times a week.
- e) You should place priority on the 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 on Saturday.
- f) You should set aside a minimum of 20 hours a week to complete the program. This allows you to progress at a reasonable pace. These 20 hours include flying, pre-flight, post-flight, ground instruction, and study/chair-flying time. A good rule of thumb is, for each hour you fly, set aside 3 hours on your schedule.
- g) Except for In-Residence programs, cadets must begin their training no later than 1 March to allow for 6 months in the program prior to the close of the Fiscal Year on 30 September. If requesting a delayed start (Ex., you are 16 ½ on December 15<sup>th</sup>, or you wish to train in the Spring semester), indicate so in your Flight Plan. Cadets requesting a delayed start may not receive the full 6 months in the program.
- h) Except for In-Residence programs, the Commercial FBO/Flight School or CAP Aircraft/Instructor must be located within 2 hours' travel time (one way) of where you will be living for the duration of your training. Exceptions to this may be granted by NHQ/CP on a case-by-case basis. If seeking an exception, indicate so in your Flight Plan and include why you are requesting an exception.

Think of learning to fly as if you were learning a new sport or learning to drive a car. Consistent practice reduces the number of hours needed to master a new skill. Frequent flying helps you get used to the aerospace environment and equipment and builds muscle memory, which improves your hand/eye coordination and cross-check (Cross-check is the process of taking in information from instrumentation and visual cues outside the aircraft to determine your orientation in space and time).

In addition, there is a large volume of information you need to master which is easier to commit to memory when learning in smaller segments, reviewing, and practicing frequently. Advancement stagnates the longer the time gap is between flights, resulting in wasted time refreshing old skills instead of focusing on new skills.

Build a workable, realistic flight plan, which sets aside the time needed to be successful. If you fly 5 hours per week and need to use the 60-hours maximum allotted per cadet, then in perfect conditions, you can complete the program in 3 months!



*C/1st Lt Cameron Tucker, MAR-MD, Cadet Wings Graduate #329*

### **3.4 PROGRESS TRACKING AND DISENROLLMENT**

The YAI panel will track your progress and provide assistance and mentorship to you and your CFI as needed. Tracking is done via periodic reports submitted by CFIs, bi-weekly progress updates and mentoring video sessions, Zululog, and flight records in WMIRS, if applicable. Attendance on the bi-weekly progress update calls and using Zululog are mandatory for Cadet Wings. Progress tracking includes identifying and removing barriers to success and evaluating whether you are following your personalized flight plan. Remaining enrolled in the program is conditional upon progress evaluation. You may be disenrolled before the 6 month or 60-hour maximum, if the YAI Panel determines unsatisfactory progress or failure to comply with the program requirements. Cadets who have been disenrolled for failure to progress are not eligible for enrollment in the future. In rare cases, you may need more flight time past the 60 hours or 6-month allotment. In these cases, contact [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov) before the need occurs with a detailed explanation.



### **First Enrollment Progress Assessment**

- Measure progress against approved customized flight plan accepted at the time of enrollment
- Verify you have a good working relationship with instructor
- Provide mentorship or opportunity for you to change flight instructor if any issues arise necessitating change
- Verify receipt of resources needed to fly, you have a rhythm for studying, and are meeting weekly minimum-flying hour requirements

### **Continuing Evaluations & Final Phase Preparation**

- Continue to measure progress against approved customized flight plan
- Receive status updates on progress, using bi-weekly progress update and mentoring video sessions including Zululog reviews, to be sure you are on track to complete flight requirements for FAA Private Pilot Practical Test as compared to your flight plan or modify plan as needed with concurrence of CFI and YAI panel
- Final Phase: YAI panel ensures that both cadet and CFI have made the proper arrangements (Integrated Airman Certification and Rating Application (IACRA) paperwork, scheduled examiner, coordinated with National Headquarters Cadet Programs for payment of FAA Private Pilot Practical Test, etc.) prior to exam date.

### **Risk of Disenrollment**

Every cadet at risk for disenrollment will be considered individually and extra resources can and will be provided to ensure that they have everything they need to be successful in Cadet Wings. Cadets will be placed on Cadet Wings Probation with ongoing evaluation and be given an opportunity to make corrections that are in line with program standards. Cadets that have been given written warnings will be required to respond within a reasonable time frame (3 days). Cadets that do not make any progress towards compliance will be disenrolled.

### **Potential infractions that could result in Cadet Wings Probation:**

- Failure to attend bi-weekly meetings. If Cadet has a conflict with a meeting, they must provide notice and/or excuse *prior* to meeting time. If a meeting is missed in the event of an emergency, communication within 48 hours is required. One written warning via email will be given before action.
- Failure to keep Zululog up to date. Cadets will receive 1 written warning via email to update their Zululog.
- Failure to communicate. Cadets that do not answer communication from NHQ and/or their assigned YAI Mentor within a reasonable time frame (3 days).
- Failure to inform NHQ/YAI Mentor of any training delays within a reasonable time frame. For example: aircraft availability, personal emergencies, educational requirements, and/or other CAP activities.



- Unsatisfactory progress. Cadets that are not in compliance with their flight plan and/or commitment statement will receive 1 written warning via email that will require a response.
- Misconduct. Cadets who violate the Core Values may be penalized by disenrollment. Cadet Wings students are expected to model CAP Core Values.
- Failure to complete required 'Always Vigilant' Cadet Protection training.

### **3.5 CAP PILOT ONBOARDING, TRANSITION, and ADDITIONAL TRAINING**

After you have passed your checkride and are an FAA pilot, you can work towards becoming a CAP VFR Pilot. After completing a CAPF 70-5 (a.k.a. Form 5), you are eligible for 1.8 hours of proficiency flying each month in CAP aircraft as long as you remain a Cadet.

Please review and be familiar with the following:

[CAPP 70-12, Pilot Onboarding](#)

[CAPR 70-1, CAP Flight Management](#)

[CAPS 71-1, Aircrew Training, Airplane](#)

[CAPS 71-6, Aircrew Training, Cadet Wings](#)

[CAPF 70-5, Pilot Flight Evaluation, Airplane](#)

After onboarding, Cadets are eligible to begin transition training to other, more available aircraft. This includes transition to a high-performance and/or technically advanced aircraft.

Cadets who achieved their Private Pilot rating under a Cadet Wings program can use CAP airplanes for continued flight instruction toward any FAA certificate, rating, or endorsement. Consult the CAPS 71-series document appropriate to the category of aircraft to determine which ratings currently have an approved training syllabus. Although future programs may provide funding for selected individuals to pursue their training, currently this training must be self-funded. You may continue training towards further FAA certificates, ratings, or endorsements as a Senior Member.

## Part 4 SUPPORT ROLES

This provides a description of support roles for “Shareholders.” In addition to NHQ and your YAI Panel Mentor, there are other adults in CAP and at home who have a stake in the cadet’s success—either personally (parents) or professionally through CAP.

- Parents
- Senior members in unit
- Leadership Command
- DCPs
- Cadet Wings POCs
- Navigator
- Support Resources

### 4.1 ROLES of SUPPORT PERSONNEL

Shareholders help guide and mentor cadets as they navigate through their Cadet Wings flight training.

What follows is a suggested arrangement for dividing the labor so that cadet flying is a smooth-running operation:

#### Wing Commander

- Ensure CAP Mission number is reviewed and approved in a timely manner for those cadets that are flying in CAP aircraft
- Promote cooperation between Cadet Wings POC, Wing/DCP, and Wing/DO

#### Director of Cadet Programs (DCP)

- Organize and pursue program advertising by scheduling seminars and encourages attendance to NHQ hosted webinars and events
- Keep track of cadets enrolled in respective wing and [Cadet Wings Graduates](#).
- Encourage communication and sharing between cadets in the same state that are enrolled in the Wings program.

#### Cadet Wings Program Point of Contact (POC)

- Support DCP in program advertising by promoting organized seminars and encourage attendance to NHQ hosted webinars and events
- Communicate at least once a month with cadet to ensure cadet has support to meet any challenges.
- Encourage an open dialog between cadet student and mentor as to any challenges or problems that arise.
- Support Cadet Wings graduates transition from Student Pilot to CAP VFR (Form 5) Pilot.
- For more information view the [Cadet Wings Program POC guide](#).

## Navigator

The role of the Navigator is to be a mentor to a Cadet who desires to become a pilot. A navigator can be any senior member ideally from the cadet's local unit. For more information visit the [Navigator Information page](#) or view the [Navigator Guide](#).

- Champion success from encouraging cadets to apply through earning their PPC.
- Become knowledgeable about the enrollment process and helps cadets submit documents
- Fill out the navigator agreement and gives monthly updates via navigator reporting form

## Support Resources

NHQ maintains a [Cadet Wings](#) webpage with additional resources and information, including videos, to assist you in all phases of training. [This website](#) also contains any changes or modification to the program since the printing of this publication. (<https://www.GoCivilAirPatrol.com/cadetwings>)



*C/Lt Col Evan Lightfoot, MAR-DE, Cadet Wings Graduate #360*

# ATTACHMENT 1

## CADET WINGS COMMITMENT STATEMENT

[Access the Commitment Statement on the Cadet Wings webpage](#)

### CADET WINGS COMMITMENT STATEMENT

I, Cadet \_\_\_\_\_, am enrolling in Cadet Wings. I acknowledge Cadet Wings is designed for cadets who are seriously exploring careers in aviation and have a strong desire to obtain an FAA Private Pilot Certificate. Civil Air Patrol, with funding from the United States Air Force and The Ray Foundation, are making a significant financial investment in my future. Consequently, I have thoughtfully considered my obligations and commit to meet this opportunity with my very best effort. I commit the following (*initial next to each item below*):

- ☐ I will make flight training my #1 priority, after family and school obligations, during my enrollment in Cadet Wings.
- ☐ I will not take on additional responsibilities that distract me from my flight training schedule. All commitments outside of flying should be seriously considered. i.e., camps, clubs, sports, jobs, special activities. I discussed this obligation with my parents.
- ☐ I realize my enrollment period in Cadet Wings is limited to 6 months or 60 flight hours, whichever comes first.
- ☐ I will study and fly whenever possible, in accordance with CAPP 60-43, *Cadet Wings Student Guide*.
- ☐ I acknowledge that transportation to and from my flight training site is my responsibility, and I have discussed this obligation with my parents. *My flight training will take place within 2 hours' drive time (one way) of where I will be residing.*
- ☐ I will maintain a regular training schedule, mutually agreed upon by my instructor and myself prior to my first lesson and outlined in my flight plan.
- ☐ I understand that if I am slotted for a National Cadet Special Activity (NCSA) that takes place during my 6-month training window, I will decline the spot. Cadets who have passed their checkride or have disenrolled may attend the NCSA.
- ☐ I will maintain regular communication with my Navigator, if flying with funding from The Ray Foundation.
- ☐ I understand that I will be notified of my training budget and will be responsible for tracking my expenses. I may not exceed my training budget without written approval.
- ☐ I acknowledge that this program requires a total time of approximately 20 hours a week (this includes study time, pre-flight, flying time, debrief and estimated transportation time to and from the airport).
- ☐ Realizing that maintaining a healthy lifestyle is an integral part of any training program, I will abide with the Cadet Program's policy on drugs and supplements.
- ☐ I will abide with the CAP Aviator's Code of Conduct.
- ☐ To the best of my ability, I will not cancel a planned flight training except due to illness or a family emergency. In such cases, I will notify my instructor, immediately.
- ☐ I will attend bi-weekly progress monitoring sessions with my designated YAI panel mentor via Microsoft Teams unless excused with email request detailing the absence.
- ☐ I will log my flight time (previous and current) into Zululog, an online logbook. Information for sign-up will be provided upon enrollment.
- ☐ I will continue to abide by the CAP Core Values of Integrity, Service, Excellence, and Respect in everything I do, in and out of uniform.
- ☐ I understand that even though it is not required to be in uniform while training, that I will adhere to CAPR 39-1, Chapter 3, Grooming and Appearance Standards.
- ☐ I am confident that I will successfully complete my training on time and become a licensed Private Pilot.

Cadet Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Cadets who have reached the age of majority, write "N.A."

**ATTACHMENT 2**

**OBJECTIVE SCORING POINTS**

**Academic Achievements**

<b>Mathematics</b>		<b>Grade Point Average</b>	
Algebra II	10	3.0 or higher	14
Algebra I	8	2.70 to 2.99	10
		Below 2.99	0

**Civil Air Patrol Service**

<b>Special Awards</b>		<b>Cadet Activities*</b>	
CC Commendation or higher	5	Five or more	8
AFA/VFW Cadet of the Year	3	Four	6
Community Service Ribbon	3	Three	4
AFSA Cadet NCO of the Year	2	Two	2
CAP Model Rocketry Badge	2	One	1
CAP Recruiting Ribbon	2		

<b>Longevity*</b>		<b>Emergency Services*</b>	
4 years or more	8	Four or more Ratings	8
3 to 4 years	6	Three Ratings	4
2 to 3 years	4	Two Ratings	2
Less than 2 years	2		

<b>Cadet Advisory Council</b>		<b>Milestone Achievement*</b>	
Chair, Vice Chair or Recorder	5	Spatz	10
Primary Representative	3	Eaker	6
Assistant Representative	2	Earhart	4
		Mitchell	2
		Wright Brothers	1

\* Based on information from eServices

## **ATTACHMENT 3**

### **PROSPECTIVE CANDIDATE REQUIRED DOCUMENTS**

Items as stated below are uploaded as separate documents in pdf format to the Submission Documents folder (a link is provided to cadets when these documents are requested) and are reviewed for validation and completion of documentation.

- Initial and most recent Solo Endorsement
- FAA Medical Certificate (front and back as 1 PDF)
- Copy of FAA Airman Knowledge Test Report with passing score
- Student Pilot Certificate (front and back as 1 PDF)
- Last 2 pages of your logbook, beginning with the initial solo flight (may be more than 2 pages) to the most recent flight.
- Signed Cadet Wings Commitment Statement (print, initial, sign, and upload; digital signature is accepted)
- Flight plan (see Attachment 5 & 6 for required content)
- Cadet Wings Navigator Agreement (see Attachment 4)
- List of extracurricular activities requiring more than one hour per week or that may impact or interfere with flight training
- A Picture (should up/headshot) IAW CAPR 39-1 Grooming Standards. CAP Uniform is desired however, appropriate civilian attire is acceptable.

## ATTACHMENT 4

### NAVIGATOR AGREEMENT

[Access the Navigator Agreement on the Cadet Wings webpage](#)



#### *Navigator Agreement*

I, , am confirming my willingness to serve as a Navigator to Cadet  who has expressed interest in enrolling in Cadet Wings. I acknowledge Cadet Wings is designed for cadets who are seriously exploring careers in aviation and have a strong desire to obtain an FAA Private Pilot Certificate. Civil Air Patrol, with funding from the United States Air Force and The Ray Foundation are making a significant financial investment in the future of cadets. Consequently, I have thoughtfully considered my obligations and commit to meet this opportunity with my very best effort. I commit the following (*initial next to each item below*):

- ☐ I agree to be a mentor to a cadet who desires to become a pilot and will uphold the expectation to work with my cadet during the application process and throughout flight training.
- ☐ I will help them stay on task and celebrate their successes on the path to their Private Pilot Certificate (PPC).
- ☐ I will provide support and encouragement to help them move forward in their training.
- ☐ I will read and become familiar with [CAPP 60-43, Cadet Wings Student Guide](#), and assist in navigating the application process.
- ☐ I will watch Navigator 101, available [here](#).
- ☐ I agree to establish a mentoring agreement with my cadet. A mentoring agreement outlines expectations of both navigator and cadet as well as identifying the best contact methods for check-ins (times, days, etc.).
- ☐ I will accurately report successes and hurdles to my mentoring, if my cadet is enrolled, using the reporting form sent by Cadet Wings in the Navigator Newsletter monthly. Preview the form [here](#).
- ☐ I agree to communicate successes and concerns using [navigator@caphq.gov](mailto:navigator@caphq.gov).

Navigator Name (printed):

Date:

Navigator Signature:

Navigator CAPID:

# ATTACHMENT 5

## SAMPLE FLIGHT PLAN - CAP AIRCRAFT/CAP INSTRUCTOR

[Access Sample Flight Plans on the Cadet Wings webpage](#)

**Cadet Wings Flight Plan**

C/2d Lt Curry, CAPID 654321

105 S. Hansell Street, Maxwell AFB, AL 36112

(877)-227-9142

[John.curry@alwq.cap.gov](mailto:John.curry@alwq.cap.gov)

**Flight Method:** CAP CFI

**Primary Instructor:** Gen Spaatz, CFII, CAPID 123456

**Alternate Instructor:** Brig Gen Mitchell, CFI, CAPID 123455

**Primary Airport:** Maxwell Air Force Base KMXF

**Training Frequency:** Mondays and Wednesdays after school, Saturdays before work.

**Timeline:**

We will use the \_\_\_\_\_ training syllabi from CAPS 71-1.

Timeline	Checkpoint
Month 1 (January 2026)	Maneuvers & resolo
Month 2-3 (February-March 2026)	Dual Cross Countries, Night Dual & XC
Month 4 (April 2026)	Solo Cross Countries, Simulated Instrument
Month 5 (May 2026)	Checkride prep & checkride

**Notes:**

My 17<sup>th</sup> birthday is on July 4<sup>th</sup> so my checkride will be on or after July 4<sup>th</sup>.

Flight plan includes your name, address, and contact information.

Include the flight method you are requesting. Check CAPP 60-43 for a description of each.

Who are you going to fly with? Who is your Alternate CFI if your Primary is sick or out of town?

Where will you fly out of? How often will you have lessons?

What syllabi will you use and what is your training timeline?

Is there anything else we should know that is important?



# ATTACHMENT 6

## SAMPLE FLIGHT PLAN - COMMERCIAL FLIGHT SCHOOL

[Access Sample Flight Plans on the Cadet Wings webpage](#)

**Cadet Wings Flight Plan**

C/SMSGt Doolittle, CAPID 654322

105 S. Hansell Street, Maxwell AFB, AL 36112

(877)-227-9142

[jimmy.doolittle@alwq.cap.gov](mailto:jimmy.doolittle@alwq.cap.gov)

Flight plan includes your name, address, and contact information.

Include the flight method you are requesting. Check CAPP 60-43 for a description of each.

What flight school are you going to fly with? Where? How can we contact them?

How often will you have lessons?

What is your training timeline?

Is there anything else we should know that is important?

**Flight Method:** Commercial Flight School

**Flight School Name:** A+ Flight School, Montgomery, AL

**Flight School Contact Information:** [aplusflightschool@email.com](mailto:aplusflightschool@email.com), (334)-123-4567

**Primary Airport:** Montgomery Regional Airport KMGM

**Training Frequency:** Mondays and Wednesdays after school, Saturdays before work.

**Timeline:**

A+ Flight School is Part 61 and uses their own syllabus. There are 20 lessons to complete.

Timeline	Checkpoint
Month 1 (November 2026)	Maneuvers & resolo
Month 2-3 (December 2025-January 2026)	Dual Cross Countries, Night Dual & XC
Month 4 (February 2026)	Solo Cross Countries, Simulated Instrument
Month 5 (March 2026)	Checkride prep & checkride

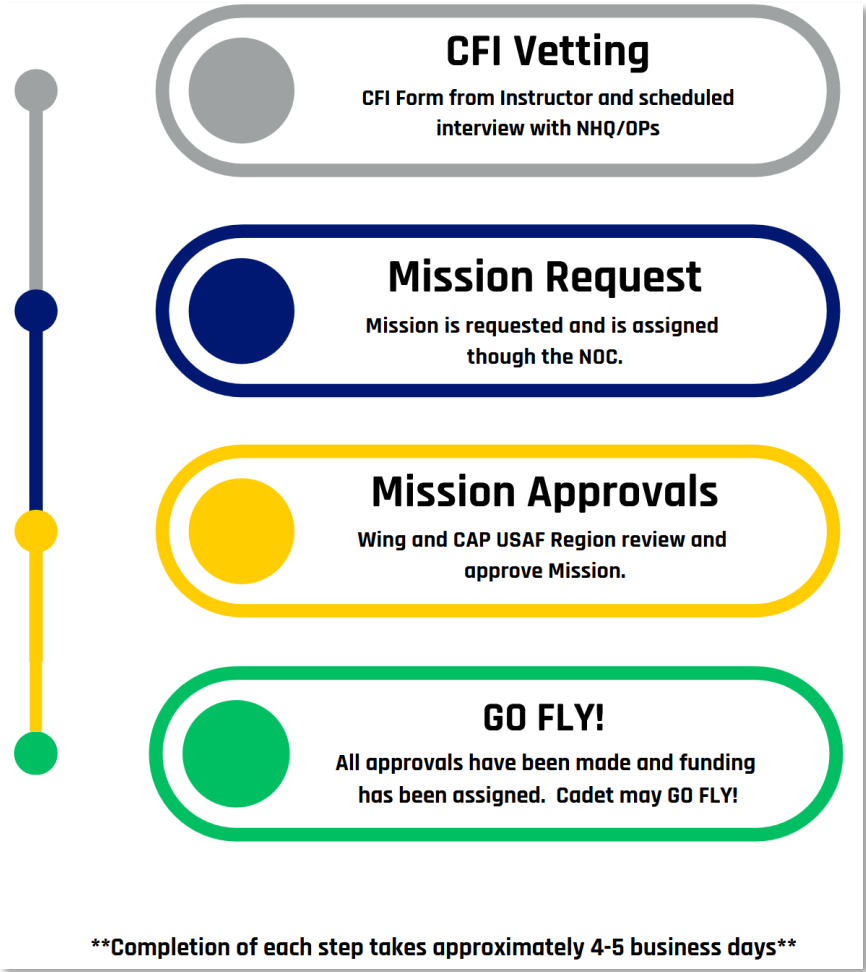
**Notes:**

I report to the United States Air Force Academy in late June 2026.

**NOTE:** While it is encouraged for Cadets to introduce yourself to the flight school they would like to train with, leave payment and contracting discussions to NHQ Staff. If selected for the program, NHQ will contact your flight school to discuss payment terms.

**ATTACHMENT 7**

**MISSION NUMBER REQUEST PROCESS**



## ATTACHMENT 8

### FBO CONTRACTING PROCESS



**Document Collection**

FBO submits W9, Direct Deposit, Conflict of Interest, Insurance Verification, and Itemized Estimate

**Draft Contract**

Contract is drafted and sent to FBO for review and signature

**Executed Contract**

Draft contract with FBO signature is sent to CAP Legal for execution

**Funding Request**

Request for funding obligation is made to CAP Finance

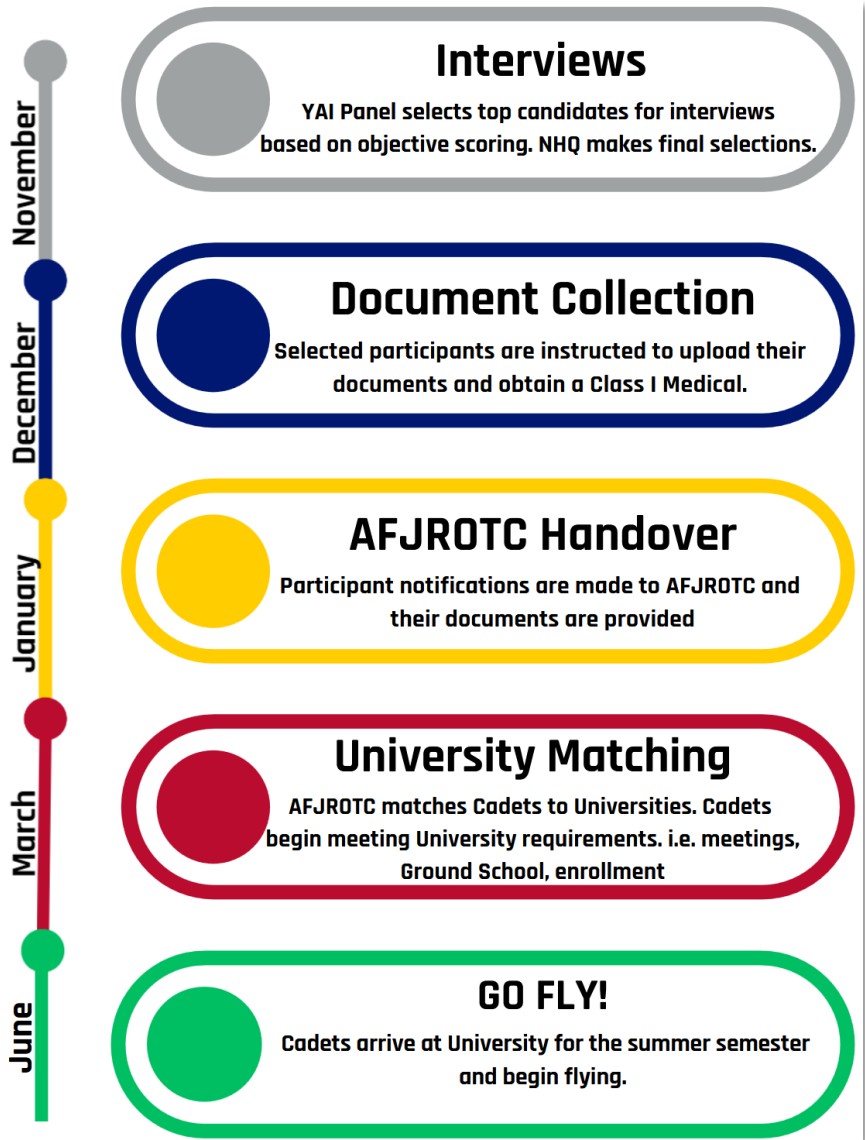
**GO FLY!**

All contract objectives have been met and funding has been assigned. Executed agreement is sent to FBO. Cadet may GO FLY!

**\*\*Completion of each step takes approximately 4-5 business days\*\***

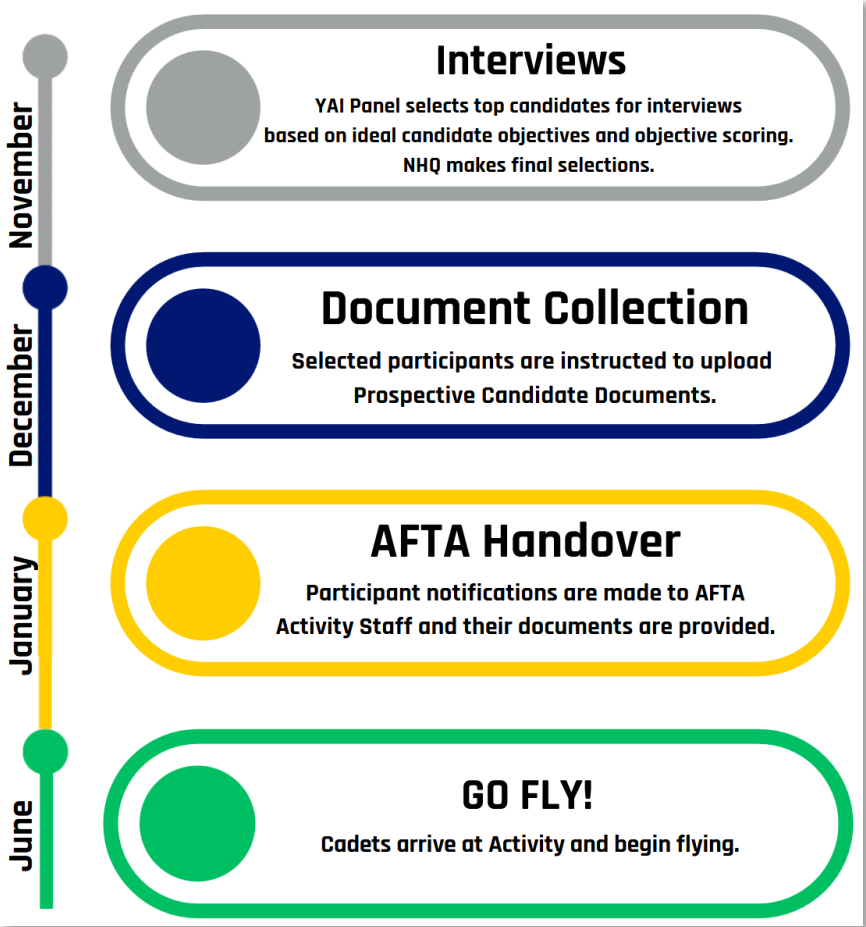
**ATTACHMENT 9**

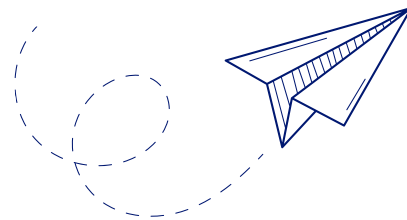
**AFJROTC COMMERCIAL IN-RESIDENCE PROCESS**



ATTACHMENT 10

CAP ADVANCED FLIGHT TRAINING ACADEMY PROCESS





## Navigator Guide

**This document is an outline for Cadet Wings Navigators, offering best practices and ways to help support your cadet through each step of the program. Questions? Email us at [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov).**

### What is Cadet Wings?

Cadet Wings is a merit-based program for cadets pursuing a Private Pilot Certificate (PPC). Funding is provided by the U.S. Air Force and The Ray Foundation. Learn more by reading [CAPP 60-43, Cadet Wings Guide](#).

### What is a Navigator?

Any senior member with a desire to help cadets succeed! Ideally, you will be in the cadets local unit. Being a CFI or having aviation experience is not required! Navigators are expected to champion success from encouragement to apply to taking pictures on checkride day - and everything in between! Navigators remain in constant contact with their cadet and celebrate milestones and troubleshoot hurdles. Each Wing has a [Cadet Wings POC](#) to help, too.

### How can Navigators support their cadet during the application process?

- Help cadets develop their flight plan! Point them towards the [Flight Plan Examples](#), map of [prior vendors](#), and encourage them to keep their flight plan realistic. No two cadets will have the same flight plan.
- Help cadets obtain a Letter of Recommendation, ideally from a Flight Instructor they have flown with before. If they don't have the contact information for a CAP CFI, help connect them using [eServices' Member Search](#).
- Encourage your cadet to apply early! Cadet Wings is a first come, first served program.
- Attend NHQ webinars (announced via email and on [our Facebook page](#)), and encourage them to do the same.
- Be that squeaky wheel! After your cadet has submitted their application, follow up with their Squadron and Wing Commander to ensure they review and approve (or deny) their application.

### How can Navigators support their cadet during the prospective candidate process?

- Help cadets submit their documents to Dropbox and eServices quickly!
- Sometimes, cadets will not select a Navigator until this stage - offer to help!
- Celebrate their status as a prospective candidate.

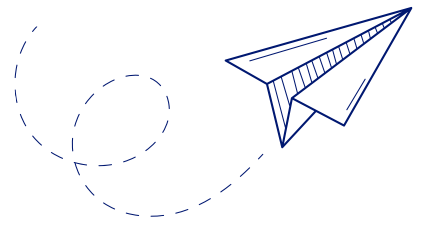


### How can Navigators support their cadet during the contracting process?

- If your cadet is seeking to fly with a CAP CFI/CAP Airplane,
- If your cadet is flying with a Flight School/FBO, the Cadet Wings Team may reach out to you for help with document collection. The quicker this is completed, the sooner your cadet can get up in the air. Occasionally, cadets need help finding a new Flight School if their original option does not work out.



**Questions? Email Us!**  
**[cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov)**



## Navigator Guide

**This document is an outline for Cadet Wings Navigators, offering best practices and ways to help support your cadet through each step of the program. Questions? Email us at [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov).**

### How can Navigators support their cadet while they are enrolled?

- Check in with your cadet frequently to stay aware of their progress. Is there something they have been struggling with and could use some encouragement? Did they just complete a major milestone like their solo cross country or passed a stage check and deserve some kudos?
- Help them keep track of their hours in the program and spending.
  - Cadet Wings is limited to 60 hours of flight training and/or 6 months of enrollment.
  - Point them towards the [Cadet Wings Finance Tracking Tool](#) to help track their finances and remind them to communicate with their flight school and the Cadet Wings Team if funds begin to get low.
- Contact our team if there is a larger issue - sometimes we need to adjust their flight plan to help them succeed.
- Allow them flexibility if their Progress Monitoring Call takes place on a meeting night - an office or quiet corner of the room is helpful. Cadets attend these calls with their Youth Aviation Initiative Panel Mentor every 2 weeks for the duration of their time in Cadet Wings.
- Remind them of their [commitment to Cadet Wings](#) - it comes first after family and school obligations, **even above other CAP activities like weekly meetings, staffing encampment or other events, and attending NCSAs.**

### How can Navigators support their cadet after Cadet Wings?

- Celebrate passing their checkride - it is a HUGE accomplishment! We love to see Squadron and Wing social media posts about CAP's newest Private Pilot. Graduates will also receive a certificate - print this out to present it at your next Awards night!
- Connect them with your Wing's Director of Operations and Stan/Eval Officer to become a CAP pilot and take advantage of 1.8 hours of FREE proficiency flying each month in CAP aircraft as long as they remain a cadet.
- Encourage them to share their experience and help new cadets work towards Cadet Wings. Cadet Wings Graduates are Ambassadors of the program.

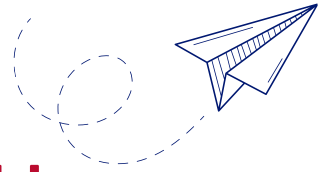


**CAPP 60-43**



**Navigator  
Agreement**

**Questions? Email Us!**  
**[cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov)**



# Cadet Wings Point of Contact Guide

**This document is an outline for Cadet Wings Point of Contacts, offering best practices and ways to help support Cadets in your Wing. Questions? Email us at [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov).**

## **What is Cadet Wings?**

Cadet Wings is a merit-based program for cadets pursuing a Private Pilot Certificate (PPC). Funding is provided by the U.S. Air Force and The Ray Foundation. Learn more by reading [CAPP 60-43, Cadet Wings Guide](#).

## **What is a Wings Point of Contact (POC)?**

The Wings POC is a Senior Member in each Wing who serves to mentor and support cadets pursuing their Private Pilot Certificate. They: help cadets apply for the program, find Navigators, and provide support to enrolled cadets; support Cadet Wings graduates transition to CAP VFR Pilot; and support the Wing DCP in program advertising by promoting organized seminars and encourage attendance at NHQ hosted webinars and events.

## **How can Wings POCs support Cadets looking to apply for Cadet Wings?**

- It takes time to reach ideal candidate status! Work to provide orientation flight opportunities in your wing to introduce cadets to aviation, promote EAA's Young Eagle program for FREE access to Sporty's Lean to Fly course (including reimbursement for a passing score on the FAA Written), and support cadets looking to attend an NFA and work towards their solo.
- Hold Cadet Wings seminars any time large groups of Cadets gather like Encampments and Wing Conferences. Discuss the program with Wing leadership at Commanders Calls, Operations Meetings, and the like.
- Support your DCP in program advertising by promoting application opening and closing dates and encourage attendance to NHQ hosted webinars and events.
- Remind Unit and Wing Commanders to review and approve (or deny) applications in the CadetInvest module.

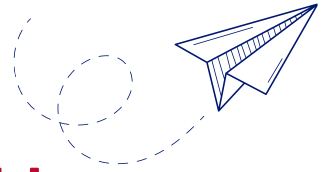
## **How can Wings POCs support enrolled Cadets & their Navigators?**

- Check in with them monthly to ensure cadets have the support they need to meet any challenges and encourage an open dialogue - training towards a Private Pilot Certificate is one of the most difficult things a Cadet will do while in CAP.
- Communicate any significant challenges or setbacks with the Cadet Wings Team so we can work together to best support our enrolled Cadets.



**Questions? Email Us!**  
**[cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov)**





# Cadet Wings Point of Contact Guide

**This document is an outline for Cadet Wings Point of Contacts, offering best practices and ways to help support Cadets in each Wing. Questions? Email us at [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov).**

## How can Wings POCs support getting Cadets the resources they need?

- Cadets opting to fly with a CAP CFI/CAP Airplane sometimes need an advocate to help get them the airplane they need. If the closest plane to them is not a Cessna 172, work with your Director of Operations to consider relocating one for the duration of their training, either by swapping it for another plane or having more than one aircraft at a squadron. Relocating a CAP C172 that needs hours is a good way to get it 60 hours of FREE time on the airframe.
- Aid in helping cadets find a Navigator, a local Senior Member with a desire to help cadets succeed! Navigators are expected to champion success from encouragement to apply to taking pictures on checkride day - and everything in between! Navigators remain in constant contact with their cadet and make sure to celebrate milestones and troubleshoot hurdles.

## How can Cadet Wings POCs support program graduates?

- Celebrate their successes! Getting your Private Pilot Certificate is a BIG deal! We love to see Squadron and Wing social media posts about CAP's newest Private Pilot. Graduates will also receive a certificate - encourage units to print this out to present it at their next Awards night!
- Connect them with your Wing's Director of Operations and Stan/Eval Officer to become a CAP pilot and take advantage of 1.8 hours of FREE proficiency flying each month in CAP aircraft as long as they remain a cadet. Connect them with the Cadet Wings Team at [cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov) if they need help setting up this mission number.
- Encourage them to share their experience and help new cadets work towards Cadet Wings. Cadet Wings Graduates are Ambassadors of the program. Graduates make great speakers at Cadet Wings seminars.

**Remember to connect with your fellow Wings POCs from across the country! Share best practices with each other to help strengthen the Cadet Wings Program in both of your Wings.**



**CAPP 60-43**



**Questions? Email Us!**

**[cadetwings@capnhq.gov](mailto:cadetwings@capnhq.gov)**



**Wings POC List**