



HEADQUARTERS
WASHINGTON WING CIVIL AIR PATROL
Auxiliary of the United States Air Force
POST OFFICE BOX 4459
JOINT BASE LEWIS-McCHORD, WASHINGTON 98438-0459

20 May 2015

MEMORANDUM FOR WA WING, APRIL 2014

FROM: Flight Line Director, Arlington Fly-In, Phil Snyder, Major, CAP
Flight Line Supervisor, Arlington Fly-In, Thomas Wittenberg, Capt, CAP

SUBJECT: Operation Orders for FLM Training

Location:

Class room instruction will be at the Arlington airport office, located on the East side of Arlington Municipal Airport. Address: 18204 59th Drive NE, Arlington, WA 98223

Practical Application (basic) will be held at the Arlington Fly-In hanger/EAA office on the West side of Arlington Airport. Address: 4700 188th Street NE, # H, Arlington WA 98223

Practical Application (advanced) will be held on the East side of the airport. Additional location details will be emailed to registered students.

Times (Day 1-Basic):

0800	Staff Check-In
0830	Students Check-In
0845-0900	Safety Briefing / Announcements
0900-12:00	Instructional Unit
1200 – 1230	Lunch Break
1230-1245	Transition to East Side of Airport for Practical Exercises
1300-1600	Practical Exercises
1615	Check-Out

Times (Day 2-Advanced):

0800	Student & Staff Check-In
0830 - 0845	Safety Briefing / Announcements
0845 - 1000	Instructional Unit
1015 - 1230	Practical Exercise
1230	Check out

Cost for students and staff

Free!



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Uniform of the Day:

BDUs with black t-shirt

Cover (must be secured with cover keeper to be allowed on the flight line)

Combat boots (you will not be allowed on the flight line without them)

Forms to bring:

- CAP ID Card (proof of current membership)
- 101 Card that reads GES to show prerequisites have been met
- CAPF 31: Application for Encampment or Special Activity
- CAPF 160: CAP Member Health History Form
- CAPF 161: Emergency Information (2 copies)
- CAPF 163: Permission for Provision of Minor Cadet OTC Medication
- SQTR Training Worksheet

Items to bring:

- **Sack Lunch and some snacks**
- Water- Camel Back preferred or canteen
- Sunglasses
- Sunscreen, minimum PF30
- Warm coat and/or rain gear, if cold weather

Class Materials:

Print off the course material from the website. **Bring pens or pencils.**

Bring your SQTR Training Worksheet.

REMINDER: your Squadron Commander will ALWAYS need to approve your request before you will see the FLM status.

Pre-Requisites:

1. Get Commander's Approval on your SQTR enter the date
2. General Emergency Services (101 Card) Follow the chain of command for getting information on how to complete GES. You must have earned your Curry Achievement to get GES status. DO NOT WAIT until the last minute to do this. If you do not have your GES, you will not be allowed to participate. Here are the required on-line exams for earning GES, located in "E-Services On-Line Exams"
 - a. CAPT 116 pt 1 (General ES)
 - b. OPSEC



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Other Flight Line Marshalling Requirements to do on your own:

1. Basic Communications Class (ICUT) (includes Emergency Services Communication portion)
2. First Aid
3. ORM Basic (Operational Risk Management)
4. ORM Intermediate (For Cadet Staff and Seniors)
5. FEMA Courses IS-100 & IS-700
6. CAPT 117 pt 2 (Emergency Services)
7. Aircraft Handling Video
9. Basic Safety On-line Course in e-services
10. Current Safety Briefing with your squadron
11. Introductory Communications User Training in e-services

Check out the SQTR on Emergency Services in E-Services for list of tasks. You need 2 Practical exercises to become fully FLM qualified.

Contact Information:

Captain Thomas Wittenberg, Instructor 425.407-2526 thomas.wittenberg@wawg.cap.gov

I look forward to seeing you all at the fly-in!

PHIL SNYDER, Major, CAP
Flight Line Director
2015 Arlington Fly-In



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Driving directions to the Arlington Airport Office:

- Take exit 206 off of Interstate 5 (Smokey Point exit)
- Head East off the exit (172nd ST NE / Hwy 531)
- Turn left on 59th Ave NE
- The airport office will be on your left (18204 59th Dr. NE)

Driving directions to the EAA/Fly-In Hanger:

- Take exit 206 off of Interstate 5 (Smokey Point exit)
- Head East off the exit (172nd ST NE / Hwy 531)
- Turn left on Smoke Point Blvd (Intersection with Rite-Aid/Arco/7-11)
- Turn right on 188th ST NE
- Follow 188th to the Arlington Airpark entrance (The road makes a sharp left at the yellow blinking light. DO NOT follow the road around the corner. Drive straight into the airport/ultralight park entrance.
- The blue fly-in hanger will be first on the right.

