



**DAEDALIAN FOUNDATION  
BRIG GEN DAVID LEE “TEX” HILL & LT COL LESLIE “LES” LEAVOY  
DAEDALIAN FLYING TRAINING**

**Policies and Procedures Manual**

Revised 6 June 2024

**BRIG GEN DAVID LEE “TEX” HILL & LT COL LESLIE “LES” LEAVOY DAEDALIAN FLYING TRAINING (DFT)**

**1. OVERVIEW:** The Daedalian Flying Training (DFT) is conducted by a four-way partnership of the Daedalian Foundation, one or more flights, selected candidates and an FAA-certified flight training facility fixed base operator (FTF/FBO). The Foundation and participating flight(s) jointly fund the formal ground and flight training necessary to achieve a successful solo flight in an appropriate general aviation aircraft, and provide a financial incentive award for participants who wish to continue their training for their Private Pilot License at their own expense. The Foundation and participating flight(s) will select an FAA-accredited FTF/FBO with sufficient personnel and facilities to conduct appropriate ground and flight training in support of the program. Flight captains may apply by letter to the Foundation Program Manager for sponsorship for all or a portion of the flight’s matching funds allocation to support the DFT in their flight the DFT program.

**2. PURPOSE:** The Daedalian Flying Training seeks to identify, screen and select eligible applicants for participation in a flight training program designed to enhance their motivation to pursue a career in military aviation.

**3. PHASES OF THE PROGRAM:** The DFT consists of five phases. They are: Phase I - Preparation; Phase II – Student Selection; Phase III – Ground School; Phase IV – Flying Training and Phase V – Wrap Up.

**4. ELIGIBILITY CRITERIA:** Applicants for the DFT must meet the following eligibility criteria:

- a. Be a sophomore or above attending an accredited high school or similar program or enrolled in an accredited college program.
- b. Demonstrate the desire and potential to become a commissioned military aviator in the armed forces of the United States.
- c. Be age 16 or above and have no physical condition that would disqualify the applicant for selection.
- d. Be a US citizen and fluent in English.
- e. Be able to obtain a FAA Student Pilot Certificate and Class III Airman Medical Certificate.

**5. PROGRAM ADMINISTRATION:**

**Project Officers.** The Flight Captain will appoint a DFT project officer for a minimum two-year term to administer this program. The project officer handles all the details of program administration.

**Contract with the flight school FBO.** The flight project officer will identify an FAA-certified flight school FBO with appropriate equipment, facilities, course materials and personnel to provide all necessary ground and flight instruction through the initial solo flight in support of this program. The flight's project officer will negotiate terms of the training contract, as provided by the flight school FBO, and send a copy of the contract to the Foundation DFT Project Officer. Negotiations should emphasize that the goal is for a solo flight and not the completion of a private pilot license.

- a. **Selection Board.** The flight project officer should recruit active Daedalians from the local flight to serve on the DFT selection board. This board will evaluate all applications and select the best-qualified applicants to participate in the program.
- b. **Selection Board Criteria.** In evaluating applicants for the DFT, members of the selection board should consider all available and appropriate information, including:
  1. Letters of recommendation.
  2. Demonstrated high moral character.
  3. Demonstrated high level of motivation to complete the program.
  4. Evidence of existing strong interest in aviation.

5. High scholastic standing among peers and intent to enter college.
6. Good physical condition without apparent limitations.
7. Applicant's willingness to make the DFT program priority one through completion.
8. Positive support from applicant's parent/guardian/sponsor.

**6. PROGRAM REQUIREMENTS FOR FBO:** The flight school fixed base operator (FBO) must be FAA certified to conduct all formal ground and flight training activities up to and including the solo flight in compliance with the Federal Aviation Regulations (FAR) Part 141 or Part 61, Flight School Procedures. The following special requirements of the Daedalian Foundation DFT also apply:

- a. The flight school FBO will make every reasonable effort to commence formal ground training as soon as possible after the DFT Selection Board announces the names of the selected students.
- b. The specific curriculum and training methodology will be determined by the flight school FBO as most appropriate for the needs of the DFT and the participating students. Project officers shall not interfere in the daily operations of the flight school FBO or involve themselves in flying training management decisions. Where possible and practicable, group instruction activities are encouraged to gain the benefits of interaction among the students as well as for economical training.
- c. At the end of Phase III, ground training, and after the final written exam, the flight school's FBO's primary ground instructor should plan on meeting with the flight's project officer to review the progress and aptitude of all participants. This meeting will identify any students to be eliminated from the program.
- d. All ground training activities should be geared toward preparation for a full-time Phase IV Flight Training at the flight school FBO facility commencing as soon as practical after the spring semester. Phase IV Flight Training should be scheduled as soon as possible following the end of the regular spring semester. The formal start date should be coordinated with the students to minimize conflicts with their personal schedules. Where possible, students who are not receiving direct flight instruction should be allowed to observe (if practical) their flight mates from the rear seat of the training aircraft. The flight school FBO should plan to solo students and complete Phase IV Flight Training within four weeks barring adverse impact of random factors such as inclement weather, personal emergencies, student illness, or flying proficiency issues. Normally, students should be limited to not more than one sortie a day as primary student pilot.

- e. The flight school FBO is responsible for evaluating the proficiency and training progress of the students. After completing the fifth and tenth hour of dual instruction, the FBO will conduct an informal Mid-Phase Progress Review (MPPR) on each student to evaluate potential for successfully completing the program. If the student fails the MPPR and the flight school FBO determines that withdrawal is appropriate, a training conference will be convened with the flight's project officer.
- f. There is a limit of two three students per flight per year receiving funding from the Daedalian Foundation at rates that are determined by the Executive Director and established on the Foundation budget. A flight is welcome to support or look for support within the community to add additional students. Each student is limited to a maximum of 20 flying hours and Foundation funding is limited to ground training, flight instruction, and the initial solo flight. Previous experience indicates that most students will solo near the 14-hour point. Flight instruction beyond the 15-hour point requires approval from the DFT project officer at National Headquarters.
- g. The flight school FBO will carry liability insurance in the amount of \$1,000,000 for each occurrence with \$100,000 per person and \$1,000,000 in General Liability. Daedalian Foundation will be named as additional insured and be issued a certificate of insurance showing this information. A copy of this insurance rider must be received from the insurance company prior to any flight instruction and will be on file at Foundation headquarters. This rider must be on file prior to program approval by the Chairman of the Daedalian Foundation.

**7. FUNDING:** The Daedalian Foundation will provide at a minimum of one-half of the cost of the DFT and the participating Daedalian flight will provide the remaining funds. Foundation funds will be paid directly to the flight school FBO for training actually accomplished through solo or reimburse the flight if payments have been made. The flight's project officer will secure a summary statement that recaps all training charges and that portion which is to be paid by the Daedalian Foundation (as limited in this paragraph). The flight's project officer will endorse the summary statement indicating his agreement with its accuracy of flight instruction accomplished. The Foundation will endeavor to provide payment within two weeks following receipt of the FBO/Flight statement. Flight project officers will coordinate the requirement for ground training materials with the flight school. The Private Pilot License kits available from commercial sources normally contain far more material than is required for this program. The flight schools should not require the students to purchase commercial PPL kits unless the student desires the materials and bears the costs. Students who choose to continue flight training at their own expense and

attain their FAA Private Pilot License within one year of their solo flight are eligible for a direct reimbursement of \$1000 (\$500 each from the Daedalian Foundation and the participating flight) to partially defray the cost of their post-solo training.

**8. REPORTING:** The following written reports are required in support of the Daedalian Foundation DFT:

- a. Flight project officer submits the following written reports to the Executive Director of the Daedalian Foundation:
  - (1) Application for DFT matching scholarship funds.
  - (2) An immediate phone report followed by a written report outlining any incident, accident or circumstance which has the potential to generate *unusual* news coverage involving the Daedalians or alter the specific terms of the program.
  - (3) A final report covering the completion of all DFT activities, the scheduled date/time/place of any awards ceremony, a review of any local publicity, and a "lessons learned" summary.
- b. **Participating flight schools FBOs** have no formal reporting requirements under this program. However, regular and frequent coordination will be required between the flight school FBO and the flight's project officer during the course of the program, particularly during Phase IV, Flight Training. All training records of the participating students must be available for review by the project officer, subject to prior coordination with the flight school FBO. The project officers shall not involve themselves in management of the day-to-day flying operations. For liability reasons all decisions concerning flight operations are left to the flight school FBO.
- c. **Graduating DFT students** will be asked to write a brief summary of their experiences throughout the ground and airborne phases of the program. Successful solo pilots should submit this report in letter form to the flight's project officer as soon as possible after the awards ceremony. The following four impressions are of particular interest:
  - (1) Overall impact of the DFT experience on the student's feelings about aviation in general.
  - (2) Any program inefficiencies or obstacles that had to be overcome and should be addressed for future participants.
  - (3) The most positive experiences the student encountered while participating in the program.

(4) The degree to which the DFT experience influenced the student's attitudes, feelings and intentions regarding a career as an aviator in the armed forces of the United States.

## **9. RECOGNITION AND PUBLICITY:**

The flight's project officer should promote maximum possible publicity in appropriate print and broadcast media during the course of DFT. The monthly Daedalian flight publication, local military base newspapers, and local civilian print and broadcast media are all appropriate outlets for DFT publicity. Any pictures of students under the age of 18 should have p

### **DFT PROJECT OFFICER'S CHECKLIST**

#### **Phase I - Preparation**

1. Appointment as Flight DFT Project Officer.
2. Identify local Daedalians interested in serving on the selection board.
3. Research local FBOs for suitable training facility.
4. Locate FAA-certified Flight Medical Examiner willing and able to conduct physicals for applicants.
5. Develop list of candidate sources in the area and gauge likely interest in the program.

Junior/Senior ROTC are excellent sources for of candidates although ROTC enrollment is not required.

6. Establish preliminary coordination with local print and broadcast media outlets for publicity coverage of key program events.
7. Contract with FBO.

#### **Phase II – Cadet Student Selection**

1. Mail DFT application packages to local Junior/Senior ROTC units with cover letter signed by flight captain. Letter should emphasize:
  - a. Eligibility criteria (especially physical standards).
  - b. Commitment to training continuity if selected.
  - c. Due date for all applications.
2. Convene a DFT selection board to review all applicants
  - a. Screen for obvious physical disqualifiers.
  - b. Determine target number of participants for Phase III, Ground School and Phase IV, Flight Training.

- c. Select most promising applicants, using criteria deemed appropriate by the board.
3. Notify all applicants by letter of their selection status
  - a. Encourage non-selects to reapply next year.
  - b. Schedule date and time for orientation for all selectees.

### **Phase III- Ground School**

1. Ground school administered and conducted by FBO/Chief Instructor.
2. Invite local media coverage.
3. DFT project officer monitors training to ensure:
  - a. All selectees show up for training.
  - b. Any absences are pre-coordinated and make-up sessions are arranged.
  - c. Any signs of problems with program administration are dealt with at the earliest possible stage of training.
4. DFT selection board, augmented by FBO/Chief Instructor, meets after all scheduled ground training is complete and all selectees have completed their final written exam.

Students are notified that they will advance to Phase IV, Flight Training and receive training up to and including the initial solo flight, providing they continue to meet program standards.

### **Phase IV- Flight Training**

1. Full time flight training begins at the FBO location.
2. Invite local media coverage.
3. All students are required to be present for all scheduled instruction.
4. To the maximum extent possible, and with the concurrence of the FBO, students not receiving airborne flight instruction will be encouraged to monitor the instruction of their classmates from the back seat when four-place trainer aircraft are used.
5. Maintain liaison with FBO/Chief Instructor at 5-hour and 10-hour Mid-Phase Progress Review (MPPR) concerning financial decisions.
6. Encourage maximum Daedalian presence on the flight line when DFT cadets are expected to solo. Get pictures for local Daedalian newsletter and the Daedalus Flyer. Expect presence of family members and friends of the soloing student.

### **Phase V – Wrap Up**

1. Prepare appropriate solo certificates and Daedalian memorabilia for presentation to students who successfully complete the program.
2. Coordinate final billing with Daedalian Foundation and FBO.
3. Send program critique letters to the students.

4. Schedule appropriate program completion ceremony (recommend the next monthly flight meeting) and invite cadets and their families to attend.
5. Invite local media coverage.
6. Notify students by letter of the follow-on incentive program to defray a portion of the cost of continuing their training through their private pilot license. Provide students with an application for filing for incentive payments from the flight and the Foundation. Prepare and submit project officer's report to the DFT project officer for Daedalian Foundation.



**DAEDALIAN FLYING TRAINING**  
**APPLICATION FOR NATIONAL FUNDS**

Flight Name: \_\_\_\_\_ Flight Number. \_\_\_\_\_

Flight Captain: \_\_\_\_\_

Flight DFT Project Officer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

FBO conducting flight training: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

FBO point of contact/owner/chief instructor: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

FAA Flight Medical Examiner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Planned number of DFT students \_\_\_\_\_

Anticipated maximum program cost \$ \_\_\_\_\_

Draft FBO contract and insurance rider attached? \_\_ Yes \_\_ No

**INITIAL DFT PROJECTED MILESTONE DATES**

Mail out invitations for applicants: \_\_\_\_\_

Convene selection board: \_\_\_\_\_

Conduct FAA Class III medical examinations: \_\_\_\_\_

Phase III, Ground School Start Date: \_\_\_\_\_

Phase IV, Flight Training Start Date: \_\_\_\_\_

Last solo date: \_\_\_\_\_

Phase V awards ceremony date/location: \_\_\_\_\_/\_\_\_\_\_

Phase V Project Officer's Report:

## DAEDALIAN FLYING TRAINING (DFT) FLIGHT SCHOOL COST ESTIMATOR AND TRAINING AGREEMENT

1. Program Objective: The Daedalian Flying Training (DFT) is a flight instruction program provided by an FAA-certified flight training school/ fixed base operator to introduce selected participants to the adventure of flight and encourage them to pursue a career as a military aviator in the armed forces of the United States. The program consists of individual and group ground studies in preparation for airborne instructional sorties leading to a successful solo flight in a general aviation aircraft. A local sponsoring Daedalian Flight and the National Daedalian Foundation jointly fund the program.
2. FBO Flight School Responsibilities: Provide appropriate training materials, ground and flight instruction by FAA-certified flight instructors to allow participating students to safely solo in the training aircraft.
3. Cost Estimates: The following training costs apply for FBO/Flight School identified below.

Name of Flight School: \_\_\_\_\_ Owner: \_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
Chief instructor: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_  
Email: \_\_\_\_\_ Website URL: \_\_\_\_\_  
Cost for training materials (study materials, texts, etc.) \$ \_\_\_\_\_  
Primary aircraft to be used for DFT training: \_\_\_\_\_  
Cost per flying hour for this aircraft: \$ \_\_\_\_\_  
Cost per hour for flight instruction: \$ \_\_\_\_\_  
Estimated hours of ground instruction: Cost per hour for ground instruction: \$ \_\_\_\_\_

4. **FBO Flight School proposal and certification:** I hereby certify the following:

- a. The above cost estimates are correct.
- b. This training facility operates under the provisions of FAR Part 61 \_\_\_ or FAR Part 141 \_\_\_

(Check appropriate.)

- c. This facility has current Aircraft Public Liability insurance coverage against death, bodily

injury and property damage, and such coverage is designated to protect the persons involved from claims arising out of acts or omissions as a participant in Daedalian Flying Training. This insurance is procured and maintained in limits of not less than \$100,000 with respect to any one person injured or killed and, subject to that limit per person, an aggregate limit of

\$1,000,000 with respect to any number of persons injured or killed as a result of any one accident, and \$200,000 per accident with respect to property damage.

Name of FBO Flight School Agent: \_\_\_\_\_

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

Position: \_\_\_\_\_

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

## Draft DFT Cadet Critique Letter

Dear \_\_\_\_\_,

Now that this year's Daedalian Flying Training (DFT) has drawn to a close, we are reviewing the entire operation in search of areas where we can make next year's program even better. Since you were at the focal point of this year's DFT, we are very interested in your impressions.

I'm asking you to take a few moments in the next few days to gather your thoughts and overall impressions of the program. Please let us know if the DFT as you experienced, is on that track, and what (if any) changes you think would enhance the program.

It would be of great assistance to the Daedalians if you would comment (at least) on the following four areas:

- a. The overall impact of the DFT experience on your feelings about aviation in general.
- b. Any program inefficiencies or obstacles that you had to overcome which you feel should be addressed for future participants.
- c. The most positive experiences you encountered while participating in the program.
- d. The degree to which the DFT experience influenced your attitudes, feelings and intentions regarding a career as an aviator in the armed forces of the United States.

I know you have quite a lot on your plate. However, with your help, we can fine tune this program and continue making it available for many of your schoolmates in the years to come. The enclosed envelope is for your use in returning your "end of program critique." Thanks for your contributions, and once again, congratulations to you for accepting the challenge and for doing what only a tiny percentage of your contemporaries have ever done. You've proven you have the ***right stuff!***

Sincerely,

DFT Project Officer

## **Lessons Learned Report**

The Flight DFT Project Officer is invited to comment on the following general areas: The adequacy of Daedalian Foundation guidance, problems that you encountered in each prior, and any suggestions you have to make DFT more successful.

### **Phase I – Preparation**

### **Phase II – Student Selection**

### **Phase III – Ground School**

### **Phase IV – Flight Training**

### **Phase V – Wrap Up**

**Incentive Payments Application**

The applicant can recoup up to five hundred one thousand dollars (\$1000) \$500 of funds spent on post-solo flying training leading to a private pilot's license.

Attach copy of your pilot license and invoices from the servicing FBO.

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Sponsoring Daedalian Flight: \_\_\_\_\_

Daedalian Flight Location: \_\_\_\_\_

Date of DFT Solo Flight: \_\_\_\_\_

Date of FAA Certification for Private Pilot's License: \_\_\_\_\_

(Must be within 12 - 24 months of solo flight to be eligible for incentive award.)

Applicants must send copies of this application to both the sponsoring Daedalian Flight and to the Daedalian Foundation.

Daedalian Foundation  
P.O. Box 249  
JBSA-Randolph, TX 78148

\_\_\_\_\_  
Daedalian Flight Captain

\_\_\_\_\_  
Pilot's Signature

**DAEDALIAN FLYING TRAINING ACKNOWLEDGMENT OF RISK**

*I, \_\_\_\_\_, the applicant, and (if applicant is a minor) I, \_\_\_\_\_, the parent or person with legal authority over the above named minor applicant, hereby acknowledges that there are inherent risks to life and health associated with the activities involved in learning to pilot an aircraft.*

*Accordingly, I/we hereby acknowledge the following:*

- a. That the decision to pursue these flight training activities is solely the initiative of the above-named applicant and is fully supported and endorsed by the above-named person with legal responsibility for the health and welfare of the applicant.*
  
- b. That the participation of the Order of Daedalians and the Daedalian Foundation (The Daedalians) is limited solely to providing financial assistance through this scholarship program, with no other role or responsibility in the actual conduct of the formal flight training activities.*
  
- c. That the designated, FAA-certified Fixed Base Operator (FBO) will make all training decisions regarding safety of flight, satisfactory progress in both ground and airborne instruction, and overall suitability for selected participants to continue in the program through completion.*
  
- d. That the applicant (if 18 years or older) or the applicant **and** the person with legal authority over the applicant (if a minor) signify with signature(s) below that the applicant voluntarily assumes all risk to life and health associated with participation in this program, recognizing the sole obligation of the Daedalians to be the provision of funding to support the flying portion of the program.*

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of parent/guardian)

(if applicant is a minor)

\_\_\_\_\_  
(Date)

## STUDENT MEMORANDUM OF UNDERSTANDING AND QUESTIONNAIRE

1. The Daedalian Flying Training (DFT) is a challenging, concentrated instructional curriculum whose sole objective is to encourage candidates/selectees ROTC cadets to pursue a career as military aviators in the armed forces of the United States. The program consists of closely supervised individual and group study activities in preparation for airborne instructional sorties leading to a successful solo flight in an appropriate general aviation aircraft.
2. By signing this Memorandum of Understanding, I (we) fully acknowledge and embrace without reservation all the essential elements of success outlined below. If I am selected for enrollment and participation in the Daedalian Foundation flight training program, I hereby pledge that I will apply my most conscientious efforts toward mastering all of the academic material presented during the ground training phase of the program. Furthermore, I will be present and fully prepared for each airborne training sortie, and will exploit this opportunity to the fullest extent to allow my flight instructor to make me the safest and most competent aircraft pilot possible. On my solo flight, my life may well depend on how well and how much I learn from my instructor.
3. It is important to be mentally and physically ready for every training activity. Get plenty of sleep, eat nourishing meals at regular times, and minimize your risk of any disabling injuries. Complete all ground training exercises thoroughly and conscientiously. Ask appropriate questions during classroom instruction to solidify your understanding of the concepts and procedures under study. Be on time every scheduled training activity. Arrange your personal schedule to eliminate conflicts with the training schedule. Make ground school and flight training your top priority until you solo.

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(Signature of applicant)

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(Date)