



**NATIONAL  
FLIGHT  
ACADEMY**

# **STUDENT & PARENT HANDBOOK**

**2014**

*The National Flight Academy, a program of the Naval Aviation Museum Foundation, Inc., is authorized but not endorsed by the U.S. Navy or the U.S. government.*

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## INTRODUCTION

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Dear Parents, Guardians and *Ambition* Participants,

We urge you to read this handbook carefully with your participant(s). It is their academic and personal responsibility to understand the standards and expectations described herein. Your role as a parent, guardian or an *Ambition* participant is as important as any of our enthusiastic staff members' in making the National Flight Academy (NFA) a rewarding place to live, study and learn.

We look forward to sharing a great adventure with you onboard NFA *Ambition* (CVT-11)!

## LOCATION & CONTACT INFORMATION

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### WHERE WE ARE LOCATED

The National Flight Academy is located at 1 Fetterman Way aboard the Naval Air Station (NAS) in Pensacola, Florida, adjacent to the National Naval Aviation Museum (NNAM). Entrance to NFA will be through the Museum, which is located at 1750 Radford Boulevard, NAS Pensacola, approximately seven miles west of downtown Pensacola. Parking and admission to the Museum are free. Visitors must present valid identification for entry to the Naval Air Station. Those visitors riding motorcycles will not be allowed on base unless they are wearing a long sleeve shirt, pants, helmet, gloves and hard-soled shoes.

### **Parking & Entrances**

The main parking lot is located on the west side of the Museum, with separate parking for buses and motor homes. Parking spaces for those with disabilities are available near the Museum's main entrance. Signs are posted inside the entrance to the main gate and west gate of the base. Follow the signs directing participants to the luggage drop-off at 1 Fetterman Way on the north side of the NFA building.

### DRIVING DIRECTIONS

#### **From I-10 East or West:**

Take Exit 7 onto Pine Forest Road, State Route 297. Drive south about 1.5 miles to Blue Angel Parkway. Turn right and drive about 12 miles to the west gate of NAS Pensacola. The Museum is three miles ahead on left.

#### **From Pensacola Airport:**

Depart Pensacola Airport and continue straight on Airport Boulevard until it ends at W Street. Turn left on W Street and drive 0.6 miles until you reach Beverly Parkway. Turn right and follow Beverly Parkway which transitions into Michigan Avenue and then to Saufley Field Road. After four miles, turn left on to Blue Angel Parkway and drive about 10 miles to the west gate of NAS Pensacola. The Museum is three miles ahead on left.

### CONTACT INFORMATION



#### **Address:**

National Flight Academy  
1 Fetterman Way  
NAS Pensacola, FL 32508



#### **Phone Number:**

(850) 458-7836



#### **Toll Free Number:**

(877) 552-3632



#### **E-mail:**

info@NationalFlightAcademy.com

## CHECK-IN PROCESS & SEQUENCE OF EVENTS

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Please see the table below for the designated times for check-In, luggage drop-off, and orientation based on the type of event your child(ren) will be attending at the National Flight Academy.

### EVENT TYPES & TIMES

Event	Luggage Drop-Off	Check-In	Orientation
Deployment (6 Days)	12 - 2 PM	12 - 2 PM	2 PM
Cruise (3 Days)	4 - 5 PM	4 - 5 PM	5 PM
Adventure (1 Day)	N/A	8 - 9 AM	9 AM

### **NAS Pensacola Access**

Visitors must present valid, photo identification for entry onto the Naval Air Station. Those visitors riding motorcycles will not be allowed on base unless they are wearing a long sleeve shirt and pants, helmet, gloves, high visibility vest and hard sole shoes.

### **Luggage Drop-Off**

Luggage can be dropped off at the designated location on Fetterman Way. *Luggage is not authorized in the museum;* therefore, we ask you to use the outside sidewalks or drive through the luggage drop-off area. NFA staff will accept the luggage for inspection by security and then deliver it to the participants' assigned areas. Participants *must remove all medications from their luggage* and provide them to the nurse at check-in. Prescription medications must be in the *original dispensed container with the prescription information* shown and over-the-counter medications must also be in their original container and stored in a plastic zip lock bag.

### **Parking**

Once luggage is dropped off with the staff, vehicles are to park in the large parking lot near the main entrance to the National Naval Aviation Museum. The main parking lot is located on the west side of the Museum, with separate parking for buses and motor homes. Parking spaces for those with disabilities are available near the Museum's main entrance.

### **National Naval Aviation Museum (NNAM)**

The Museum opens at 9:00 AM and participants and their family members may tour the National Naval Aviation Museum prior to drop-off. On your way to locating the *Ambition* portal, enjoy the Museum and all of its world-class aircraft exhibits. Please note the luggage drop-off area for NFA will not open until the specified time for each type of event, therefore you will need to return to your car to retrieve luggage for drop-off. *Again, luggage is not allowed in the Museum.*

### **Check-In**

A parent or guardian must check-in each child. The parent or guardian must present a valid identification at check-in and verify that the emergency contact and child release information previously submitted is correct. If any other registration paperwork is missing, the parent or guardian will have the opportunity to provide it at that time. Additionally, the nurse will also collect all medications during check-in. Based on group size, check-in times are subject to change. Keep in mind that there is no lunch served for the students on the first day of the program, so we recommend that students eat before completing the check-in process.

### **Orientation**

Parents and guardians are invited to, but are not required to, attend the orientation. Once the brief orientation is complete, parents, guardians, and family members will be asked to depart *Ambition*.

## GRADUATION & CHECK-OUT PROCESS

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Please see the table below for the designated times for graduation and check-out based on the type of event your child(ren) will be attending at the National Flight Academy.

### Graduation

If a graduation ceremony is scheduled for your event, all participants attend graduation on the final day of the event. Graduations will be located in the National Naval Aviation Museum unless otherwise stated. Family, guardians and friends are encouraged to be present at the graduation ceremony. Following graduation, there will be time to tour the *Ambition* for participants to share their experiences with family and friends, as well as purchase memorabilia at the Ship Store until the ship shuts down, usually one hour after graduation.

### Check-Out

Every child's safety is of the utmost importance to us and we take great care with each child. After graduation, parents and guardians will need to have their ID in hand to check out their participant. Prior to leaving, it is your responsibility to retrieve medications given to the nurse at check-in. Based on group size, check-out times are subject to change.

#### EVENT TYPES & TIMES

Event	Graduation	Check-Out
Deployment (6 Day)	11 - 12 PM	12 PM
Cruise (3 Day)	9:45 - 10:45 AM	10:45 AM
Adventure (1 Day)	N/A	5 PM

## TRANSPORTATION

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### Personal Vehicles

A parent or guardian is required at check-in and check-out and should transport participants arriving by car. Due to safety and liability issues, high school participants with a valid driver's license who are attending NFA are not to drive themselves to the facility.

### Airport Pick-Up & Drop-Off

Shuttle service will be provided between the airport and NFA for an additional fee each way. Arrangements must be made in advance directly with the NFA staff, and is therefore the responsibility of the parent, guardian or registered account owner to contact NFA to request this service. A prepaid fee will be assessed if this service is necessary.

### Unaccompanied Minor (UM) Requirements

Parents and guardians are responsible for notifying NFA if an enrollee is travelling as an Unaccompanied Minor (UM) with an airline. The airline requires the NFA staff to remain with the UM through security, boarding and take-off; therefore, additional time and staff will need to be planned accordingly prior to the participant's departure.

### Travel Itineraries

Parents and guardians are responsible for providing NFA with a detailed travel itinerary to include the airline flight numbers, arrival and departure information.

## Early Arrival & Late Departure

Contact NFA for details if you require early arrival or late departure.

## Airline Contact Information

▲ Delta Airlines:	(800) 221-1212	▲ US Airways:	(800) 428-4322
▲ American Airlines:	(800) 433-7300	▲ Continental Airlines:	(800) 525-0280
▲ United Airlines:	(800) 241-6522	▲ Southwest Airlines:	(800) 435-9792

## Traveling Tips

Review your airline's snack and beverage policy before traveling. Notify the airline if your child has any allergies. Purchase snacks and drinks in the terminal before departure. Provide your child with a cell phone pre-programmed with your phone number and that of NFA in the unlikely event of a problem. Do not make flight arrangements for the last flight of the day into the area in case of delays. Check with the airlines prior to booking for their unaccompanied minors policy and procedures. Ensure your child arrives in Pensacola around two hours early if arriving on the day the program convenes.

## REFUND, CANCELLATION & TRANSFER POLICIES

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### General Cancellations

- ▲ Individual cancellations must be submitted in writing by mail, e-mail or fax at least three weeks prior to class start date. Full tuition (not including the non-refundable fee) will be refunded in the same manner payment was made.\*
  - If participant fails to show or provide notification within the three-week window the full tuition will be forfeited along with any additional fees collected, such as for transportation, early arrival or late departure.
  - If you signed up for the college credit program, please contact the University of West Florida.
- ▲ In the case of illness or accident, prior to camp session and past the three-week window, NFA requires written documentation by a physician. Upon receipt of verification, the National Flight Academy will either move the participant into another class free of charge or offer a credit for the participant to attend another season.\*
- ▲ In the case of homesickness or illness at camp, NFA will not issue a refund but may offer a discount for another program.

### Transfer Requests

The National Flight Academy will allow for one transfer free of charge, if requested by February 1 for spring classes or April 1 for summer classes. Transfer requests after these dates must be made three weeks prior to class start date. A fee of \$25.00 will be charged for all subsequent transfers. This will only be waived in the case of illness or accident prior to class start date with written documentation by a physician.

### Course Cancellation

The National Flight Academy reserves the right to cancel a course under the following circumstances.

- ▲ A course may be cancelled if participant enrollment is insufficient to support the course. In this case, a full refund will be issued or another week can be chosen without charge.\* Cancellation notifications will be made four weeks prior.
- ▲ A weather related threat, such as a hurricane, is imminent and the projected path includes the Pensacola area. The National Flight Academy will offer to transfer the participant to another week without charge or provide a credit to be used for another season.\* In case of such weather issues, cancellation notifications may be made with little notice.
- ▲ A full refund will be issued in the event the participant does not meet the qualification requirements.

\* Scholarship recipients will not be provided with a refund. If there is a cancellation for any reason, the National Flight Academy will attempt to place scholarship recipients in a program of the same year they were awarded; however, they will need to reapply for another scholarship if they wish to attend the following year.

**TYPICAL DAILY ROUTINE**

6:30 AM	Reveille (Wake Up!)
7:30 - 8:15 AM	Breakfast
8:15 - 11:30 AM	Program Adventure & Missions
11:30 AM - 12:30 PM	Lunch
12:30 - 5:00 PM	Program Adventure & Missions
5:00 - 6:00 PM	Dinner
6:00 - 9:00 PM	Program Adventure & Missions
9:00 - 9:30 PM	Evening Snack
9:30 - 11:00 PM	Free Time
11:00 PM	Lights Out!

**MILITARY TIME CONVERSION CHART**

12:00 AM	0000/2400	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

**Ship Store**

Participants attending NFA will undoubtedly forget, lose, or need to replenish certain items during their stay. In such cases, they may need to purchase incidental items such as basic toiletries or want to buy some NFA logo merchandise and souvenirs. Participants attending NFA will not be able to leave the building to make a store visit and will need to have cash, prepaid Visa or MasterCard to make purchases from the Ship Store. *Unfortunately, American Express and Discover cards are not accepted at NFA or at the Museum.*

**Stateroom Lockers**

All participants will be assigned lockers in their assigned staterooms. Participants will be required to keep their valuables locked up if left in their rooms. Nothing of value should be left out. NFA is not responsible for missing or stolen items at any time during the participants visit. Each participant is required to bring with them a lock to place on their locker to properly secure their valuables.

Due to NFA's location on a military base, there is no expectation of privacy, even when using a privately owned lock. At any time, the military police can conduct a drug and contraband sweep using working dogs. If drugs or contraband are suspected, the locker(s) will be opened for further inspection.

**Special Dietary Requirements**

We try to accommodate participants with health-related dietary restrictions and requirements when given a two-week advance notification. If the dietary requirements exceed our capabilities, participants may bring their own food and/or pay the additional cost of meeting those needs. *Do not send food to NFA with the participant unless it is to accommodate health-related dietary needs.*

To notify our dietary staff or to discuss any health-related dietary restrictions, please contact us at (850) 458-7836, or e-mail us at [info@NationalFlightAcademy.com](mailto:info@NationalFlightAcademy.com).

## **Special Needs Accommodations**

Every effort is made to accommodate individuals with special needs, including hearing or visual impairments, special dietary requirements or individuals in wheelchairs. To learn more about our capabilities, please call our staff at (850) 458-7836, or e-mail us at [info@NationalFlightAcademy.com](mailto:info@NationalFlightAcademy.com). We require advance notice on our health form if a participant has restrictions or is a special-needs attendee. The facility is designed in compliance with the Americans with Disabilities Act.

## **Communications**

Although the National Flight Academy and *Ambition* (CVT-11) are a combined and landlocked facility, during the time your participant is here, we will be roleplaying and simulating an aircraft carrier underway. The staff asks that you support this experience during their stay on board *Ambition* by limiting your communications with your participant.

## **Sending Mail**

Incoming mail services are not available to the participants at NFA due to the short length of their stay; however, provisions can be made for outgoing mail to family, guardians and friends.

## **Attending with a Friend**

Roommate and teammate requests that are not made when you register must be made no later than two weeks prior to your course session's start date. Requests can be made via e-mail at [NFAreg@NationalFlightAcademy.com](mailto:NFAreg@NationalFlightAcademy.com). We will do our best to accommodate such requests based on age, gender and availability; however, there is no guarantee.

## **Visiting the Participants**

We understand you will miss your child(ren) while they are attending our program. However, we discourage visits while the course is in session so your child and others may have a truly immersed experience. We encourage parents to attend graduation ceremonies and the following tour of the facility with the participants. In extreme cases, we will make special arrangements for visitation, if absolutely necessary. Please contact our administrative staff should this need arise.

## **Phone Calls**

Since participants are authorized to have their cell phones with them, we ask that phone calls only be made before or after the academic course of the day. There will be scheduled free time every day, both early in the morning between 6:30 AM and 7:30 AM as well as late in the evening before lights out between 10:00 PM and 11:00 PM. Any exceptions must be approved by the resident assistant (RA) or administrative staff.

## **Prepaid Gift Cards & Spending Money**

Participants would benefit from having prepaid gift cards to make purchases at the NFA ship store, Museum store or for use in select vending machines at our facility. A minimum of \$25.00 is recommended for such gift cards during their stay. Cards requiring the use of a PIN cannot be utilized in the vending machines or the Ship Store. On check-in and graduation days, the Ship Store will accept cash, Visa and MasterCard credit cards as well as the prepaid gift cards. Cash is also accepted in the vending machines. Safekeeping of cash and gift cards are the participants' responsibility and they are encouraged to keep them secured in their personal lockers. *Unfortunately, American Express and Discover cards are not accepted at NFA or at the Museum.*

## **Medical Services (Sick Bay)**

The NFA will provide basic sick call services through a full-time registered nurse (RN) hired and employed by Sacred Heart Health System. Our Sick Bay includes medical storage, including refrigeration and secured facilities, for those participants requiring specialized medicines. Safety and medical care are based on requirements set by the American Camp Association.

NFA staff are trained and certified in American Heart Association Basic Life Support (BLS), which includes CPR, First Aid, Professional Rescuer/First Responder and Automatic Electronic Defibrillator (AED) training. NAS Pensacola provides 24/7 paramedic and ambulance response for any emergency situations. Clerical responsibilities of the RN will include maintaining the signed HIPAA forms and the medical history forms, to store and dispense the participants' medications and to provide basic sick call and first responder coverage for health care issues.



## Conquering Home Sickness

The key to dealing with homesickness is to prepare the child in advance:

- ▲ *Do* ask a close friend or relative to register for the same session your child is attending.
- ▲ *Do* have your child spend the night with friends or relatives.
- ▲ *Do* discuss what the program will be like before your child leaves home, addressing any concerns.
- ▲ *Do not* tell children you will rescue them if they do not like the program.
- ▲ *Do* assure your child of your love.
- ▲ *Do* send along a favorite stuffed animal.
- ▲ *Do not* go into great detail about what your child may be missing at home.

If, despite all efforts, your child does become homesick:

- ▲ *Do* acknowledge your child's feelings.
- ▲ *Do* reassure your child of your love.
- ▲ *Do* reassure your child the program is an opportunity for children to grow, mature and gain independence.
- ▲ *Do not* mention how much you miss your child.

## PARTICIPANT RULES & POLICIES

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Please review this section with your participant as they are expected to understand the rules and policies upon arriving at NFA.

### STANDARDS & EXPECTATIONS

A participant is expected to accept responsibility for their actions. A participant is expected not to verbally or physically abuse any member of the NFA staff, engage in sexual activity, drink alcohol or engage in any kind of substance abuse. Each participant is expected to be truthful, honest, and trustworthy. Consequently, a participant will be trusted to behave responsibly when not under direct faculty supervision.

### DRESS CODE

Participants are expected to come to the National Flight Academy in clean, neat and appropriate attire. Participants whose personal attire or grooming distracts the attention of other participants and instructors, or which may be hazardous to themselves or to others in the course of NFA activities, shall be required to make the necessary alterations. Participants who fail to meet the minimum acceptable standards of cleanliness and neatness, as determined by NFA shall be subject to appropriate measures, up to and including removal from the NFA program. *Gang attire or insignias are not permitted at any time at NFA.*

### NFA-Issued Lanyard & Access Cards

- ▲ An access card and lanyard will be issued to each participant and must be worn around the neck at all times. The access card will serve as their key to their stateroom and to other areas accessible to participants.
- ▲ If a participant loses their access card or lanyard, another will be issued to them as soon as possible.
- ▲ All participants will be issued a color-coded lanyard that will correspond with the participant's assigned Carrier Air Group (CAG) color designation and will hold their access card that signifies their squadron.
- ▲ The lanyard shall be worn at all times, especially during all academic classes, meals and missions to readily identify the CAG and squadron each participant is assigned to.
- ▲ The access card is permanently issued to the participants by the NFA. It is personally assigned to each participant and will not be exchanged with other participants.

## General Dress Requirements

- ▲ Pants and shorts shall be worn properly fastened so the waistband is not below the top of the hipbone. Pant hems shall not be tattered or extend beyond the heel of the shoe. Shorts must be mid-thigh or longer. Athletic wear with an elastic waist may be worn, but only during free time and *not during academics*. Jeans are allowed as long as they do not have holes or tears.
- ▲ Skirts and dresses must have hemlines or openings that are at least long enough to reach the top of the knee, either sitting or standing. Skorts are also allowed onboard *Ambition*.
- ▲ Shirts, t-shirts and blouses shall be of appropriate size and length to cover the waistband while sitting and standing. Excessively long t-shirts are not permitted; the hem of a shirt shall not extend past the wearer's fingertips while standing.
- ▲ Undergarments will be worn at all times, to include while sleeping.
- ▲ Caps, hats, hoods, scarves and other head coverings shall not be worn in any building, except those worn for religious or medical purposes.
- ▲ Overalls or any bibbed garment may be worn with an appropriate shirt or blouse underneath and all straps and buttons shall be securely fastened.
- ▲ Participants are encouraged to wear coats, jackets, sweaters or other appropriate outer garments when necessary due to inclement weather or temperature conditions.
- ▲ Sneakers or other closed-toe and closed-heel footwear will be worn during the instructional portion of the day. Flip-flops, beach shoes or any other open-toed shoes are *not allowed for daily use*, except in the shower.

## Downtime Dress Code

- ▲ While in staterooms, participants will wear undergarments at all times and may lounge around in the stateroom in appropriate lounging pants or shorts and a shirt. All undergarments must be covered when in common areas.
- ▲ While in the lounge, game room or when transiting to the showers (this includes all areas outside of the participants' staterooms), appropriate clothing will be worn. No towels will be worn as the only cover up to transit between the staterooms and showers.

## Prohibited Clothing Items

- ▲ Clothing exposing the torso or upper thighs such as translucent garments, spaghetti straps, mini-skirts, mini-dresses, halters, backless dresses or shirts, tube tops, tank tops, bare midriff outfits, or shirts and blouses tied at the midriff.
- ▲ Clothing that promotes sexually suggestive or other inappropriate material.
- ▲ Clothing not properly fastened.
- ▲ Visible undergarments, such as boxer shorts, bras and thongs.
- ▲ Accessories that may present potentially dangerous hazards including, but not limited to, long necklaces and bracelets, spiked arm bands, spiked necklaces, heavy chains, studded garments or accessories or other objects deemed a possible hazard by the NFA staff on a case-by-case basis.
- ▲ Clothing or accessories associated with gangs or any garment with obscene, offensive, intimidating language or images relating to gangs or violence.
- ▲ Clothing or accessories that reference the use of drugs, alcohol, tobacco or violence.
- ▲ Clothing or accessories associated with discrimination on the basis of gender, age, race, religious creed, color, sexual orientation, marital status, national origin or disability.
- ▲ Undergarments worn as outer garments.
- ▲ Excessively large or form-fitting clothing that is disruptive to the order and discipline of the NFA setting or constitutes a safety hazard to the participant(s).
- ▲ Footwear that are deemed hazardous or dangerous to the health and safety of participants or others, such as bedroom slippers, flip-flops or sandals, are not authorized in the simulations area; only closed-toed and closed-heel footwear is permitted.
- ▲ Clothing that exposes private body areas including cleavage, groin, buttocks, navel and midriff, garments with rips, holes or fraying beyond ordinary wear and tear as determined by NFA.
- ▲ Sunglasses shall not be worn inside the building other than prescription transitional glasses.
- ▲ Other inappropriate or disruptive items as determined by NFA.

## Personal Grooming Standards

- ▲ Personal grooming is primarily the responsibility of the participant and their parent(s) or guardian(s).
- ▲ Each participant must shower every day, in either the morning or evening, to ensure hair and skin cleanliness and to prevent body odor.
- ▲ Tattoos that can be perceived by others to be offensive shall be covered up by clothing or bandages and shall remain covered throughout the entire course.

## CODE OF CONDUCT

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### Rights & Responsibilities

Participants attending the National Flight Academy are under the direction of state law and with full benefits or constitutional protection for their rights as citizens. They therefore can act, speak or behave as young citizens within a large scope of options. This code specifies NFA's expectations. NFA has a right to reasonable behavior from participants. Freedom carries with it responsibilities for all concerned and the following rules are to be abided by during the entirety of the participant's stay at NFA.

### Rules of Conduct

The following Rules of Conduct apply to all participants attending the National Flight Academy, especially while involved in all off-ship NFA-related activities and during transportation to and from the NFA.

- ▲ *Disruption of Training*  
A participant shall not by use of violence, force, coercion or threat cause material disruption or obstruction to the carrying on of a normal day. Participants also will not advocate nor incite others to cause disruption of the training process or to violate NFA rules.
- ▲ *Damage & Theft of Property*  
A participant shall not cause or attempt damage and/or theft to NFA or private property on *Ambition*.
- ▲ *Assault (Physical & Menacing)*  
A participant shall not act or behave in such a way as could cause or threaten to cause physical injury to another person.
- ▲ *Dangerous Weapons & Instruments*  
A participant shall not possess, handle, transmit or conceal any object which might be considered a weapon or instrument of violence capable of harming another person.
- ▲ *Tobacco & Alcohol*  
A participant shall not possess, use, transmit, distribute, conceal or be under the influence of tobacco or alcohol.
- ▲ *Narcotics & Drugs*  
A participant shall not possess, use, transmit, conceal or be under the influence of narcotics, drugs or similar substances.
- ▲ *Insubordination*  
A participant shall not disregard or refuse to obey reasonable directions or commands given by NFA personnel or those individuals vested with NFA authority.
- ▲ *Frightening, Degrading & Disgraceful Acts*  
A participant shall not engage in any act that frightens, degrades or disgraces other persons by written, verbal or gestural means.
- ▲ *Profanity & Obscene Language*  
A participant shall not use profanity or obscene language to include written, verbal gestures, signs, pictures or publications.
- ▲ *Inappropriate Dress*  
A participant shall not dress or appear in a fashion deemed inappropriate under the NFA dress code policy.
- ▲ *Electronic Devices*  
No electronic devices of any kind are ever permitted in the bathrooms (heads) or shower areas.

## **Public Display of Affection or Aggression (PDA)**

Participants are reminded that public displays of affection, outside of family members, are not authorized. Additionally, participants are reminded that they are not to act or behave in such a way as could cause, or threaten to cause, physical injury to another person.

## **Personal & Sexual Harassment Policy**

The National Flight Academy is committed to maintaining an environment for all members of the facility that is free from all forms of harassment. NFA does not tolerate harassment of individuals based on age, color, creed, mental or physical disability, nationality, race, religion, sex, sexual orientation or on the basis of any other condition or characteristic protected by federal, state or local law. Harassment of any member of the National Flight Academy is considered misconduct and will be subject to disciplinary action, up to and including dismissal if warranted. Conduct that has the purpose or effect of interfering with an individual's academic or work performance, which creates an intimidating, hostile or offensive learning or living environment is prohibited. In particular, the Academy does not tolerate sexual harassment. Sexual harassment by anyone at any time is illegal and will not be tolerated.

Any individual who believes they have been harassed in violation of this policy has the responsibility to discuss it immediately with any NFA staff member. All discussions will be kept confidential.

Allegations of sexual harassment brought to a staff member's attention will be reported by that staff member to a Lead Facilitator immediately. It is much easier to discuss, investigate and resolve such matters while the facts are still fresh in one's mind. If discussion of the subject with the staff member would be embarrassing, uncomfortable or if the staff member is involved in the allegation, the individual is encouraged to go directly to a Lead Facilitator. The Academy will take immediate action to investigate any such complaints thoroughly.

## **Use of Electronic Equipment**

Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of NFA. We have created this policy to govern the possession and use of personal electronic devices on the facility's premises.

- ▲ Participants shall be personally and solely responsible for the security of their personal electronic devices brought to the Academy. NFA shall not assume responsibility for theft, loss, damage or unauthorized calls made with a personal electronic device.
- ▲ Participants may possess and use personal electronic devices. At no time may electronic devices be used in restrooms or showers areas. Participants may use personal electronic devices appropriately before and after daily instruction and missions.

Personal electronic devices shall not be used in a way that threatens, humiliates, harasses or intimidates NFA-related individuals, including participants, instructors, employees and visitors; or violates local, state or federal law. This includes the intent to annoy, alarm, intimidate, offend, abuse, threaten, harass, frighten or disrupt the electronic communication of another. A person is guilty of voyeurism that intentionally uses any recording device that is concealed or disguised to secretly or surreptitiously record or view electronically any portion of an individual's body for which the individual has a reasonable expectation of privacy. It is also prohibited for any individual to record, display or forward any material that could be considered pornographic, lewd or inappropriate in an educational setting.

## **Stateroom Living**

Living together in a stateroom, it is essential that each participant make a special effort to be considerate of others. Your stateroom is your home away from home. The condition of your room is a reflection on you as a person and your sense of responsibility. Loud stereos may disturb those who are trying to study or rest. Long showers may rob others of the opportunity to take a hot shower. Littering in the hallways leaves a mess for other participants to clean up. In short, when you live with other people, your actions affect more people than you imagine.

Stateroom standards attempt to help you be considerate of others and to encourage you to use your time effectively. Following these rules makes our facility a better place to live and grow. Other standards are dictated by the nature of our facilities and for safety. Please do not be upset when resident assistants or others remind you when your actions are not helping others to achieve the aforementioned goals. It is important that you do what you are asked to do by staff members, even if you feel, in the heat of the moment, you are being treated unfairly. Refusing to cooperate will only serve to make matters worse.

### **Stateroom Guidelines**

- ▲ No modifications of any kind will be made to the staterooms.
- ▲ Smoking, use of candles or incenses or any type of activity causing a fire hazard in the stateroom is strictly prohibited and considered a major infraction.
- ▲ Due to fire precautions, no electrical appliances such as irons, toasters, hot plates, microwave ovens, coffee makers, rice cookers, sun lamps, halogen studying lights or heating appliances are allowed in staterooms.
- ▲ Radios and stereo equipment will be used only with consideration given to the rights of privacy of the other stateroom occupants.
- ▲ All contraband materials such as alcoholic beverages, cigarettes, chewing tobacco, pornography, unauthorized drugs, items posing a fire hazard (including matches and lighters) and weapons will be confiscated and the participant(s) will face disciplinary consequences.
- ▲ Your room must be locked while you are absent. Do not lock the door while you are in the room. If you lose your access card, a new card will be issued to you.
- ▲ A participant may not, under any circumstances, visit the staterooms of the opposite sex.
- ▲ No person(s) from outside the NFA facility may visit staterooms unless specifically authorized by the staff or resident assistant.
- ▲ You may not change assigned rooms without direction of NFA staff.
- ▲ No pets of any kind are allowed in participants' rooms.
- ▲ When a participant leaves the National Flight Academy, they are responsible for their own belongings. The Academy will take no responsibility for items left behind.
- ▲ All medications must be submitted to the nurse to be administered. Participants are not to have over-the-counter medications in their rooms without the nurse's permission.

Each day prior to going to breakfast your room must be in the following condition:

- ▲ Bed made neatly and completely
- ▲ All clothes are to be properly stored, either on hangers in closet or wardrobe, in drawers or in a laundry bag
- ▲ Shoes stored in closet or wardrobe
- ▲ Personal items on the desk or in closet arranged in an orderly fashion
- ▲ Desk and drawers closed, with the chair placed by desk
- ▲ Floors clean and all trash in waste container then placed outside stateroom by the door
- ▲ Lights, radios, stereos, etc. turned off
- ▲ Blow dryers, curling irons and electronic device chargers are to be unplugged

### **Entertainment & Noise**

Simulating shipboard life, lights out will be at 11:00PM each night. At this time, all entertainment devices will be turned off or volume lowered with the use of headphones so as to not disturb the other stateroom occupants. All noise-producing activities (talking, etc.) will cease and be strictly enforced by the RAs and security.

### **Personal Security**

Participants are provided a locker for personal use in their staterooms and are to provide their own lock to secure their personal effects. Security of their personal property, within their assigned staterooms, rest solely upon themselves. Staterooms and lockers are subject to search at any time.

### **In-Room Dining & Food**

Food items from the Mess Deck shall not be removed and are not authorized in the stateroom. Only vending food items are authorized in the lounge, game room areas and staterooms.

### **Lights Out**

Lights out means participants should be in their room, in bed for the night with all lights out by 11:00PM, and not making noise or roaming the halls or the bathroom. Participants will do a much better job in all of their work if they get a full night of sleep every night.

### **Leaving the Facility**

The program at NFA simulates and roleplays the experience of an aircraft carrier at sea. The *Ambition* will get underway on the first day of the program and will arrive back in port on the last day prior to graduation, which family members will be authorized to attend. The *Ambition* will make "port calls" in order to allow participants to attend activities at the National Naval Aviation Museum and other off-ship destinations. In order to support this experience, leaving the facility is prohibited and restricted for normal activities. Exceptions will be made for emergencies and on a case-by-case basis.

### **Counseling**

Participants should feel comfortable to seek help with personal problems by speaking with staff, resident assistants or administrators.

Conversations with faculty may be confidential; however, any issue involving potentially harmful or criminal activities will be brought to the attention of the appropriate authorities. Conversations with the nurse on health-related issues are also confidential.

### **Discipline System**

In the event disciplinary actions are needed, they will be handled by the senior NFA staff. All disciplinary actions, whether minor or major, will be communicated to the parent in a timely manner. Each offense will be worked through on a case-by-case scenario and may be a cause for possible dismissal depending on the severity.

## WHAT TO PACK

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Clearly label everything with at least the participant's first and last names. We recommend packing items in a rolling suitcase or duffel bag that is easy for the participants to manage. All luggage must be tagged with the participant's name. Bed linens, pillows, towels and washcloths will be provided in the staterooms upon arrival.

### Packing Checklist

- Check off necessary items as you pack!
- Prescription *and* over-the-counter medications will be collected and dispensed by the nursing staff for all programs and must be in the *original dispensed container* with the prescription information shown in a sealed, plastic zip lock bag
- Spending money and/or prepaid gift card for vending machines (at least \$25.00 is recommended)
- Lock for personal stateroom locker (see Stateroom Lockers on page 6)
- Toothbrush and toothpaste
- Disposable shaving razor
- Bath soap
- Deodorant
- Shampoo and conditioner
- Hair brush or comb (those with long hair will need hair ties to hold back hair when using the simulators)
- Shower shoes
- Hair dryer
- Other personal hygiene items, as needed
- Sleepwear
- Underwear and undergarments
- Casual clothing for however many days your chosen program lasts (appropriate pants, slacks, shirts, skirts, dresses, skorts, and blouses are permitted)
- Exercise attire, if desired for downtime (exercise attire is not to be worn during class time)
- Socks and shoes (appropriate sneakers or comfortable shoes are permitted, but open-toe or open-heel shoes are prohibited)
- Jacket or sweater
- Bag for dirty laundry
- Personal electronic devices (PED), such as a cell phone, smartphone, PDA, laptop, digital camera, gaming devices, etc.  
Note: Parents and participants must sign PED Policy agreement
- Optional personal pillow or blanket (bed linens and pillows will be provided)

### Prohibited Items

The following listed items are strictly prohibited and are not allowed at NFA. Please keep in mind it is impossible to list every conceivable item and we ask participants and their parent(s) and guardian(s) to exercise good judgment when packing items for your stay with us. Any items found by security personnel or by the NFA staff that are deemed inappropriate, will be confiscated and either returned to the parent(s) or guardian(s) at the time of luggage inspection at check-in or will be held by staff in a secure location and returned to the participant at the completion of the course.

- ▲ Any sharp object that can be used as a weapon (knives, pocketknives, box cutters, scissors, etc.)
- ▲ Sporting goods (baseball bats, bows, arrows, pool cues, martial arts, self-defense items, etc.)
- ▲ Guns and firearms (pistols, rifles, BB guns, starter pistols, toy guns and replicas, ammunition, gun powder, etc.)
- ▲ Tools of any kind (excluding those needed for adjustments to medical equipment)
- ▲ Explosive and flammable materials and disabling chemicals
- ▲ Snack and food items, unless previously approved for health-related dietary needs
- ▲ Pets of any kind, excluding previously approved service animals



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