

Name: \_\_\_\_\_

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

**CREW ACHIEVEMENT AWARD PROGRAM  
SENIOR CREW  
LEVEL II**

**TASKS:**

Completion of Level I Plus Experience in:

**Check                      Description of Task**

- 
- Recovery Vehicle Management
    - a) Readiness: keys (or spare), fuel, tire pressure, etc.
    - b) Support gear: fire extinguisher, first aid kit, radios/chargers, maps, radios, electronics, cooler/water, fan gas, gloves, etc.
    - c) Emergency contact list: know location in vehicle and how to contact
    - d) Operation: safely drive/back vehicle both on/off-road before/during/after flight
  - Pibal Observation
    - a) Read heading using compass and estimate speed
    - b) Plot flight path and potential landing sites on map based on readings
    - c) Plot likely driving route on map based on readings and forecast
  - Unload and place basket/envelope and install uprights/burners/instruments
  - Able to instruct new crew and match to best roles
  - Secure parachute and/or vents
  - Stabilize balloon from cold inflation through launch using 1-2 crown lines
  - Work both sides of throat during inflation (including monitoring deflation line)
  - Secure fan/pack tarp in vehicle after launch
  - Navigate vehicle and spot balloon during flight
  - Operate radios when familiar with protocol
  - Disconnect cables and remove uprights or assist loading unassembled basket

**ADDITIONAL TASKS (SEE WORKSHEETS):**

**Crew in at least Two (2) of the following:**

**Check                      Description of Task**

- \_\_\_(2) flights with 3 different pilots (6 crew task total) (have pilots sign off in log book)
- \_\_\_(1) flight with high-wind landing
- \_\_\_(1) flight with drop-line landing and/or 3-point tether operation
- \_\_\_(2) glows or static displays with stand-up times >30 minutes
- **Complete One (1) of the following requirements:**
  - \_\_\_(2) flights in unfamiliar area (100+ miles away from current flying area)
  - \_\_\_Crew for 2 flights in a high-density event (20 balloons)
  - \_\_\_Crew for 2 commercial flights
  - \_\_\_Crew for 1 sanctioned competition flight
- Attend local safety seminar in last 12 months or since achieving the last CAAP level
- Being a current member of BFA

**BFA MEMBERSHIP:**

Membership Number: \_\_\_\_\_ Membership Category: \_\_\_\_\_

**MINIMUM CREWS:              30**

CAAP Level II Worksheet

**APPLICANT CERTIFICATION STATEMENT:**

I certify that I have completed the requirements for the BFA Crew Achievement Award Program Level II as specified.

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

**PILOT CERTIFICATION STATEMENT:**

This is to certify that I have personally reviewed the applicant's qualifications and appropriate documentation and have determined that the applicant has satisfactorily completed the tasks for Level II as specified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

**ATTACHMENTS REQUIRED:**

- (1) Proof of Attendance of 8 or more units of the BFA Continuing Education Program (in the last 12 Months) or a Working Knowledge of the BFA Ground Crew Manual.
- (2) Copy of BFA Membership Card
- (3) Level I Certification
- (4) Check payable to BFA for \$7.00
- (5) BFA Crew Achievement Award Application (Applicant's Section Completed & Signed)
- (6) Copy of log book entries that verify tasks and/or
- (7) Copy of Additional Task Worksheets

***FORWARD COMPLETED FORM TO A BFA CREW AWARD DESIGNEE***

CAAP Level II Worksheet

Name: \_\_\_\_\_

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

\_\_\_\_\_

**CREW ACHIEVEMENT AWARD PROGRAM  
SENIOR CREW - LEVEL II  
BFA CONTINUING EDUCATION**

Participation in a BFA Continuing Education Program in the last 12 months is a requirement for this level. Listed below are three options for providing verification of this requirement. **PLEASE NOTE** option three (3) could result in a delay in processing your application.

**#1 – attach certificate from seminar**

Name of Sponsoring Group: \_\_\_\_\_

Location of Program: \_\_\_\_\_ Date(s): \_\_\_\_\_

Program/Course Name: \_\_\_\_\_

{ } I have attached a copy of my certificate of participation provided by the sponsors.

**#2 – have organizer sign this form**

Name of Sponsoring Group: \_\_\_\_\_

Location of Program: \_\_\_\_\_ Date(s): \_\_\_\_\_

Program/Course Name: \_\_\_\_\_

Sponsor's Certification:

I hereby certify that \_\_\_\_\_ has participated in the program listed above and has met the BFA requirements for attendance.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**#3 – list seminar (we will follow up) must be sanctioned by BFA**

Name of Sponsoring Group: \_\_\_\_\_

Location of Program: \_\_\_\_\_ Date(s): \_\_\_\_\_

Program/Course Name: \_\_\_\_\_

{ } Please verify attendance with the BFA Continuing Education Records.

CAAP Level II Worksheet

Additional Task Worksheet

Name: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**CREW ACHIEVEMENT AWARD PROGRAM  
SENIOR CREW - LEVEL II  
2 FLIGHTS WITH 3 DIFFERENT PILOTS  
(6 crew tasks total)**

NAME OF BALLOON: \_\_\_\_\_ BALLOON #: \_\_\_\_\_

BALLOON MANUFACTURER: \_\_\_\_\_ YEAR: \_\_\_\_\_

BALLOON OWNER: \_\_\_\_\_

ASSEMBLY TASKS PERFORMED: \_\_\_\_\_

PILOT OR CREW CHIEF VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_  
\_\_\_\_\_

NAME OF BALLOON: \_\_\_\_\_ BALLOON #: \_\_\_\_\_

BALLOON MANUFACTURER: \_\_\_\_\_ YEAR: \_\_\_\_\_

BALLOON OWNER: \_\_\_\_\_

ASSEMBLY TASKS PERFORMED: \_\_\_\_\_  
\_\_\_\_\_

PILOT OR CREW CHIEF VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_  
\_\_\_\_\_

NAME OF BALLOON: \_\_\_\_\_ BALLOON #: \_\_\_\_\_

BALLOON MANUFACTURER: \_\_\_\_\_ YEAR: \_\_\_\_\_

BALLOON OWNER: \_\_\_\_\_

ASSEMBLY TASKS PERFORMED: \_\_\_\_\_

PILOT OR CREW CHIEF VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_  
\_\_\_\_\_

CAAP Level II Worksheet

Additional Task Worksheet

Name: \_\_\_\_\_

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

\_\_\_\_\_

**CREW ACHIEVEMENT AWARD PROGRAM  
SENIOR CREW - LEVEL II  
2 FLIGHTS IN UNFAMILIAR GEOGRAPHIC TERRITORY  
(100+ miles from current flying area)**

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_ EVENT: \_\_\_\_\_

DISTANCE FROM REGULAR FLYING AREA (MINIMUM 100 MILES): \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_ EVENT: \_\_\_\_\_

DISTANCE FROM REGULAR FLYING AREA (MINIMUM 100 MILES): \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_

CAAP Level II Worksheet

Name: \_\_\_\_\_

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

**CREW ACHIEVEMENT AWARD PROGRAM**  
**SENIOR CREW - LEVEL II**  
**2 FLIGHTS IN HIGH DENSITY FLIGHT**  
**(20 balloons or more)**

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_ EVENT: \_\_\_\_\_

NUMBER OF BALLOONS LAUNCHED (MINIMUM 20): \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_ EVENT: \_\_\_\_\_

NUMBER OF BALLOONS LAUNCHED (MINIMUM 20): \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_

CAAP Level II Worksheet

Additional Task Worksheet

Name: \_\_\_\_\_

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

\_\_\_\_\_

**CREW ACHIEVEMENT AWARD PROGRAM  
SENIOR CREW - LEVEL II  
2 COMMERCIAL FLIGHTS**

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_

NAME OF COMMERCIAL OPERATION: \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_

NAME OF COMMERCIAL OPERATION: \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_

CAAP Level II Worksheet

Additional Task Worksheet

Name: \_\_\_\_\_

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

\_\_\_\_\_

**CREW ACHIEVEMENT AWARD PROGRAM  
SENIOR CREW - LEVEL II  
1 SANCTIONED COMPETITION FLIGHT**

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_



CAAP Level II Worksheet

Name: \_\_\_\_\_

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

\_\_\_\_\_

**CREW ACHIEVEMENT AWARD PROGRAM  
SENIOR CREW - LEVEL II  
Additional Task**

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_

DISCRIPTION OF TASK: \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_

DISCRIPTION OF TASK: \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_

LOCATION OF FLIGHT: \_\_\_\_\_

DATE OF FLIGHT: \_\_\_\_\_

DISCRIPTION OF TASK: \_\_\_\_\_

PILOT IN COMMAND VERIFICATION:

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

Address: \_\_\_\_\_ Certificate Number: \_\_\_\_\_

\_\_\_\_\_