

Civic Leadership Academy Frequently Asked Questions (FAQs)

1. How do I apply?

Log into eServices and choose the NCSA Main Menu. Be sure your contact information and T- Shirt size is up to date and then complete each of the tabs. Your application is not complete until you upload the required documents in the supplemental tab and then hit “submit” on the final tab.

2. How do I write a resume?

Review chapter eight of [Learn to Lead](#) for information on how to write a resume.

3. How do I write an essay?

Review chapter eight of [Learn to Lead](#) for information on how to write an essay.

4. How should the Letter of Recommendation (LOR) be sent?

Upload it to eServices. If the individual writing the LOR does not wish to give it to the cadet/student, they may email the LOR to cla@capnhq.gov or mail it to NHQ:

CAP NATIONAL HEADQUARTERS/CP

Attn: MS. WENDY HAMILTON

105 S HANSELL ST

MAXWELL AFB, AL 36112

5. How do I convert a file into a PDF document?

There are several ways to convert a normal file into a PDF:

- Print and then scan the pages and choose PDF as the file type.
- Download a PDF converter program.
- There are web sites that you can upload your document and it will send you a PDF version.
- Create a Google account and use the document function. You can create the document in Google or upload a document then convert it to a PDF file.
- Use PDF form on the CLA webpage to type your essay. If you are going to use this form, make sure that you have the latest version of Adobe Reader by going to <http://get2.adobe.com/reader/>.
 - Chrome web browser users. Please note that Chrome uses “Chromium” as it’s default online PDF Viewer, which is not supported by Adobe. You will get the following message and/or the data you typed into the form will be blank when uploaded. We recommend you either switch to a supported browser OR turn off “Chromium” and use your default PDF Viewer.
 - *“Please wait... If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document. You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download. For more assistance with*

Adobe Reader visit <http://www.adobe.com/go/acrreader>."

- To turn off Chromium and switch to a supported PDF viewer follow these steps:
 1. Copy and Paste this link into your Chrome Browser window -
chrome://settings/content
 2. Scroll to the bottom of the page where you will see PDF Documents
 3. Click on PDF Documents
 4. Switch the toggle to Download PDF files instead of automatically opening them in Chrome.

6. How do I know if I am selected?

You can see your status in e-Services by clicking on "Activity Status" in the NCSA Main Menu. All cadets will show as an alternate until the slotting is completed by 31 December.