



## MN WING SUPPLEMENT 1

CAPR 60-1

1 MARCH 2019

APPROVED / LAFOND / CAP / CP

Cadet Programs

### CADET PROGRAM MANAGEMENT

CAPR 60-1, 1 February 2018 is supplemented as follows:

**7.6.:** Reimbursement for fuel expenses to transport primary Wing Cadet Advisory Council (CAC) representatives to Wing CAC meetings is available IAW the MNWG supplement to CAPR 173-1, *Financial Procedures and Accounting*.

**7.7.:** To earn the CAC Ribbon, successful completion is defined as attending 75%, or more, of the meetings held during the appointed term. Attendance will be taken, and recorded, by the CAC Recorder at the beginning of every meeting.

**8.7.2:** In lieu of a selection board, cadets will be required to submit an essay to the Director of Cadet Programs. The content of this essay should include the activity the cadet wishes to attend, the reason for wanting to attend and how attendance will better themselves as a cadet and the Wing as a whole. Essays should be approximately one page in length.

**8.8.:** Reimbursement for fuel for the Wing Cadet Competition team to attend the region competition is available and must be pre-approved by the Wing Director of Cadet Programs IAW the MNWG supplement to CAPR 173-1.

**8.10.1. (Added):** The Dave H. Matilla Fund, created by the family and friends of a longtime supporter of the cadet program, is available to assist Minnesota cadets who have spent personal funds to attend National Special Activities. The following are the procedures for applying for these funds:

**8.10.1.1. (Added):** Funds will be dispersed on a “matching” basis. No funds will be dispersed if the cadet has received any other financial or transportation support from Minnesota Wing, North Central Region, National Headquarters or the United States Air Force. Food and entertainment will not be reimbursed.

**8.10.1.2. (Added):** The cadet will submit a request in a separate letter with their application for the activity to the Director of Cadet Programs stating his/her progress in the cadet program, the activity and estimate of travel costs. The Director of Cadet Programs will submit the letter to the Wing Finance Committee within 1 month after receiving the request with his/her recommendation.

**8.10.1.3. (Added):** After the travel, the cadet requesting reimbursement must submit a MNWGF 16L, with a detailed listing of the costs incurred for travel, to the Director of Cadet Programs to submit to the Wing Finance Committee within 10 business days after the end of the activity. Include all applicable travel receipts, copies of airline tickets, etc.

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Supersedes: MN Wing Supplement 1 to CAPR 52-16, 1 May 2016

OPR: CP

Distribution: 1 each unit; 1 NCR/CC; 1 NCLR/CC

Notice: Minnesota Wing publications and forms are available digitally at the Member tab of the Minnesota Wing website at: <https://www.mncap.org/>

**8.10.2. (Added):** The Howe Fund is available to assist Minnesota cadets who have successfully completed a National CAP flight academy to continue their flight training through their private pilot license. These funds will be provided as an interest free loan. The following are the procedures for applying for these funds:

**8.10.2.1. (Added):** The cadet will submit a request in a letter format after they have successfully completed a National CAP flight academy through their unit commander to the Director of Cadet Programs. The request will include the amount of the loan requested and a repayment schedule. If the cadet is younger than 18, the cadet's parents/guardian will also sign the letter. The Director of Cadet Programs will submit the letter to the Wing Finance Committee with his/her recommendation within 1 month after receipt.

**8.10.2.2. (Added):** The Wing Finance Committee will approve/modify/disapprove the request within 1 month of receipt. The cadet and his/her parents will sign a loan agreement prior to receiving the approved funds . The Wing Finance Officer will provide reports, as directed by the Finance Committee, on the repayment of the loan.

**8.10.2.3. (Added):** If the cadet falls behind on the repayment of the loan, the Finance Committee can request immediate repayment of the remaining balance of the loan.

**8.10.3. (Added):** Reimbursement, including fuel expenses, for Wing cadet activities is at the discretion of the activity commander and must be pre-approved by the activity commander IAW the MNWG supplement to CAPR 173-1.

**9.2.5:** Cadets age 12 (not achieved 13th birthday) may not attend encampment, unless they have completed an approved Encampment Preparatory School (EPS). In the event that no EPS is held, waivers may be granted by the Encampment Commander, after consultation with the Director of Cadet Programs.

**9.3.7:** On Day 3 of Encampment, the Flight Commander and Flight Training Officer will complete a CAPF 60-95, *Cadet Leadership Feedback - Encampment Student*, on each member of their flight. This will be used to help correct problems early in the training process.

**9.5.2:** A Finance Officer must be appointed for the encampment no later than the end of Cadre Training Weekend.

JAMES A. GARLOUGH, Colonel, CAP  
Commander

**Attachment 1**  
**COMPLIANCE ELEMENTS**

No additional compliance elements associated with this supplement.