



**NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**
105 S. Hansell St
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21 January 2022

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: CP

SUBJECT: COVID-related waiver updates for the Cadet Program

1. SITUATION. We assume that COVID will continue to crest and wane, forcing all of us to adjust our daily life through vaccinations, masking, social distancing, and other precautions. America is used to COVID now, so our waivers can evolve accordingly. Recently, several wings have backslid into COVID Phase 1 or 0, causing us to resume some accommodations used during the early stages of the pandemic.

a. Updated Guidance. This memo supersedes all earlier waiver memos to the 60-series cadet regulations, the most recent being dated 26 October 2021.

b. Summary of Changes. This addition adds specific guidance on fitness and milestone testing for when units are in Phase 0 and 1. We've also made minor process clarifications regarding encampment and RCLS waivers. **Changes since the previous waiver are shown in red.**

2. CADET ACTIVITIES DURING THE COVID ERA

a. Rules on In-Person Activities. The biggest factor affecting CAP activities is local COVID conditions. CAP maintains a [waiver memo that grants in-person and overnight activity privileges](#) depending on the COVID situation in each location.

b. Activity Participation Requirements. Commanders should, to the best of their ability, continue delivering cadet activities in-person and/or virtually. However, as a compliance matter, the requirement of conducting weekly squadron meetings and special weekend activities (all of CAPR 60-1, §4.3) remains waived until further notice.

3. CADET PROMOTIONS. Table 1, below, identifies the waivers to cadet promotion requirements.

4. ADMINISTRATIVE PROCESSES – ENCAMPMENT & RCLS WAIVERS. Encampment and RCLS waivers shall be granted upon request when the cadet otherwise qualifies for the Mitchell or Earhart Award (in the case of encampments). **Eligible cadets may earn the Eaker Award by substituting a writing and speaking assignment in lieu of completing RCLS (see Attachment 1).** Unit commanders inform NHQ of cadets using the waiver via email to Registrars@capnhq.gov, with a courtesy copy to the Wing/CP. Include the cadet's name and CAPID. As an eServices work-around, the Registrar administratively awards encampment or RCLS credit for the same date as the milestone award. In lieu of a real location, "COVID-19" is recorded.

TABLE 1. CADET PROMOTION WAIVERS Changes since the previous waiver (26 Oct 2021) are shown in red

No.	Standard Cadet Promotion Requirement	Reasonable Accommodation	Reference
1	Basic promotion requirements: current member, active participation, positive attitude, proper uniform, oath, etc.	Ops normal	CAPR 60-1, §5.2.3
2	Open-book leadership achievement test	Ops normal or Cadet Interactive (NEW)	CAPR 60-1, §5.4
3	Open-book aerospace achievement test	Ops normal or Cadet Interactive (NEW)	CAPR 60-1, §5.4
4	Drill & ceremonies performance tests	Ops normal or virtual	CAPR 60-1, §5.4.2
5	Essay (Ach. 8 & Eaker Award)	Ops normal	CAPR 60-1, §5.4.3
6	Speech (Ach. 8 & Eaker Award)	Ops normal or virtual	CAPR 60-1, §5.4.3
7	Staff Duty Analysis – Technical Writing	Ops normal	CAPR 60-1, §5.4.4.2
8	Staff Duty Analysis – Oral Presentation	Ops normal or virtual	CAPR 60-1, §5.4.4.3
9	Staff Duty Analysis – Feedback	Ops normal or virtual	CAPR 60-1, §5.4.4.4
10	Cadet Physical Fitness Activity	Honor system	CAPR 60-1, §5.4.5
11	Cadet Physical Fitness Test	Ops normal unless COVID Phase 0 or 1*	CAPR 60-1, §5.4.5.3
12	Character Development Forum	Ops normal or virtual	CAPR 60-1, §5.4.6
13	Encampment	Waiver allowing cadets to earn the Mitchell and Earhart Awards without an encampment continues until 31 May 2022. See §4 above for details.	CAPR 60-1, §5.5
14	Leadership Academy (COS / RCLS)	Waiver allowing cadets to earn the Eaker Award via a “substitute RCLS” continues through 31 May 2022. See §4 above for details.	CAPR 60-1, §5.5
15	Leadership Feedback Meeting	Ops normal or virtual	CAPR 60-1, §5.7.1
16	Closed-book Wright Brothers, Mitchell, and Earhart Award exams	Ops normal unless COVID Phase 0 or 1*	CAPR 60-1, §5.4.1.3
17	Spaatz Award exam	Ops normal	CAPR 60-1, §5.8

Virtual: Any convenient technology such as Zoom, Skype, FaceTime, Teams, Hangouts, teleconference, etc.

***COVID Phase 0 or 1:** Units impacted by Phase 0 or 1 COVID-19 restrictions will follow the below guidance:

- **No. 11** Ops normal or pass CPFT as verified by a parent or other adult
- **No. 16** Ops normal, virtual, or unit follows Remote Hardcopy Exam instructions (see Attachment 2)


 CURT LAFOND
 Director of Cadet Programs

Copy: Region & Wing CPs

Attachment 1: Substitute Assignment for RCLS Credit

Attachment 2: Milestone Test Instructions with COVID-19 Waiver

ATTACHMENT 1
SUBSTITUTE ASSIGNMENT FOR RCLS CREDIT

A. Instructions for Cadets

Develop a personal leadership statement, expressed via an 800-1200 word personal essay. This essay should explain how your experiences have shaped how you approach the challenge of leadership. You should incorporate personal experience and the essay must also cite at least two concepts from *Learn to Lead*, volume 2, 3, or 4, or other articles about leadership. Then, use the essay as the basis for an extemporaneous talk of 4 to 7 minutes' duration.

The extemporaneous talk may be presented on Skype, Zoom, Teams, or any similar platform, as desired. The audience should be 3 or more individuals, with at least 1 being the senior member evaluator.

Helpful Tips

- Summarize the leadership concepts in your own words
- Explain how you've seen leadership attempted in practice, in CAP or in some other setting
- Describe what leadership effect should have resulted, in ideal circumstances. What effect actually resulted? Why?
- How did that inform your personal leadership style?
- Summarize any lessons learned from the experience
- Audio-visual aids are optional for the extemporaneous talk
- Invite audience feedback to your extemporaneous talk via a brief Q&A period

B. Instructions for Squadron Leadership Officers

This assignment is graded Pass / Fail. Provide constructive feedback upon completion. Cadets may fix any significant errors and reattempt all or a portion of the assignment, if necessary.

Essay Grading Criteria

- Accurately summarizes two selected leadership topics
- Includes discussion of the ideal results and the actual results observed via a personal experience
- Includes an assessment of how the cadet used their experiences to grow as a leader
- Correct grammar and spelling
- Proper use of topic sentences and paragraphs
- Format: Typed, double-spaced, 1" margins
- Length: 800 to 1200 words (about 4 or 5 pages)

Extemporaneous Talk Grading Criteria

- Majority of talk's content is reflected in the essay's content
- Clearly and accurately summarizes each of two leadership topics
- Well-prepared extemporaneous presentation; not read from manuscript
- Duration: 4 to 7 minutes
- Responds directly to audience during a brief Q&A period

ATTACHMENT 2
MILESTONE TEST INSTRUCTIONS WITH COVID-19 WAIVER

Overview. The testing accommodations listed below are meant to assist testing officers and trusted adult proctors with guidance on non-standard remote milestone testing for units in Phase 0 or 1.

- 1. Remote Virtual Exams.** Milestone testing should be completed online through eServices when able. Testing officers will not share their eServices passwords with cadets or parents to allow for testing online. The milestone exam may be completed in eServices in the following three scenarios.
 - a.** If a parent or other adult in cadet’s household is a testing officer
 - b.** If a testing officer and cadet are using technology to allow remote proctoring through features that allow a “Take Control” capability for typing of the proctor password and use of an observation device to monitor the testing environment. In this circumstance, a parent or other trusted adult should be present for cadet protection if two Senior Members are not available.
 - c.** If a traditional testing environment is possible with COVID-19 Wing and local guidance and both the testing officer and cadet can coordinate a location and time. In this circumstance, a parent or other trusted adult should be present for cadet protection if two Senior Members are not available.
- 2. Remote Hardcopy Exams.** Milestone testing may be completed via hardcopy with a parent or other trusted adult proctoring when the cadet is not able to take an in-person or remote virtual exam. The testing officer should obtain the proctor’s phone number and email and set up a time to call and brief them on the process.
 - a. Briefing.** Please discuss the following points with the test proctor and answer any questions.
 - Milestone exams are closed book. Ensure that the cadet does not have any reference materials while they are taking the exam.
 - The Wright Brothers exam is untimed while all other milestone exams have a 60-minute time limit.
 - If the cadet is taking a timed exam start a timer when they are ready to begin. Give 30-minute, 10 minute, 5 minute and 1 minute warnings as necessary. Testing must stop once time runs out on timed tests.
 - When test is completed please return to the squadron testing officer for grading. Hard copies may be scanned or photographed, documents may be emailed.
 - The testing officer will grade the exam and get in contact with the cadet to share the results.
 - Tests should be disposed of when complete. Delete digital instances of emailed tests and shred any paper test copies.
 - b. Test Process.** In most cases, the testing officer will email the test as a PDF file while ensuring that the answer key is not included. For households without internet access the testing officer may print and drop in family mailbox if convenient. Printed tests must be shredded once graded. Digital images of milestone tests should be deleted from emails, camera rolls and saved areas.
 - **Download Test.** Hard copies of the milestones can be downloaded by testing officers from the Learning Management System. Note that the file includes the answer key on the last page. Testing officers should retain this answer key for grading and remove it in the file you send to the proctor. Tests are available at: eServices > Online Learning > Learning Management System > Download Quiz > Select Milestone

- **Answers.** Cadets may record their answers on the test, in a digital document or on paper.
- **Grading.** Proctor will send the cadet's answers to testing officer for grading. Snapping a photo on a smart phone is likely the easiest solution.
- **Feedback.** The testing officer provides the score to the cadet. If the cadet passes, then the testing officer should identify the question numbers the cadet answered incorrectly so that the cadet can informally correct the test to 100%. If the cadet does not pass, then the testing officer should, if possible, provide the cadet areas of study.
- **Retesting.** Retests must occur no sooner than 7 days from the last exam. A new exam should be downloaded for each attempt. Do not reuse the same exam for retesting.

3. Special Considerations

- Wright Brothers Drill Test.** The Wright Brothers exam consists of two parts. Part 1 is multiple choice and Part 2 is a practical drill test. Part 2 must be completed virtually or in-person.
- Cadets with Special Needs.** Cadets will receive the same accommodations testing at home that they would in the squadron environment.