



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
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Maxwell AFB AL 36112-6332

1 February 2021  
Waiver Memo 21-01

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: CP

SUBJECT: Updated cadet promotion and CP specialty track guidance while COVID continues

**Situation:**

When the COVID emergency began in Spring 2020, we published several waivers and policy guidelines to empower local leaders to help cadets succeed despite their inability to meet in-person.

This memo consolidates those earlier documents and extends their expiration dates.

There is nothing fundamentally new in this memo that had not already been published in Spring 2020, except for one item: cadets are now temporarily authorized to earn the Earhart without an encampment (see Section 4 on page 4 below).

**Section 1:**

**Interim Change Guidance – CAPR 60-1, *Cadet Program Management***

**Overview.** All requirements in CAPR 60-1 Section 4.3 (Cadet Activities) remain temporarily suspended until further notice to allow local leaders maximum flexibility during the current health emergency, and to help protect our most important resource - our members.

- 1. Weekly Meeting Encouragement.** Commanders should, to the best of their ability, continue delivering cadet program curricula via virtual meeting tools and encourage cadets to continue in their promotion process.
- 2. Continued Updates.** Please continue to monitor the CAP home page, [GoCivilAirPatrol.com](http://GoCivilAirPatrol.com), for CAP's latest guidance related to COVID-19 and follow the guidance of your local public health officials.

**Section 2:**

**Interim Change Guidance- CAPR 60-1 and CAPR 40-2, *Test Administration & Security***

**Overview.** The following accommodations for the cadet learning and promotion systems remain in effect and shall continue through 31 October 2021 in an attempt to keep cadets engaged in CAP during the COVID-19 emergency.

**3. Reasonable Accommodation for Cadets**

- a. Table of Accommodations.** Cadet promotion requirements vary depending on cadet grade, as shown in CAPVA 60-100, *Cadet Super Chart*. Table 1, below, identifies each requirement and its reasonable accommodation.

**TABLE 1.**

<b>Item No.</b>	<b>Standard Cadet Promotion Requirement</b>	<b>Reasonable Accommodation</b>
1	Open-book leadership achievement test	Ops normal
2	Open-book aerospace achievement test	Ops normal
3	Drill & ceremonies performance tests	Virtual* or waived at Unit CC discretion
4	Essay (Ach. 8 & Eaker Award)	Ops normal
5	Speech (Ach. 8 & Eaker Award)	Virtual*
6	Staff Duty Analysis – Technical Writing	Ops normal
7	Staff Duty Analysis – Oral Presentation	Virtual*
8	Staff Duty Analysis – Feedback	Virtual*
9	Cadet Physical Fitness Activity	Honor system
10	Cadet Physical Fitness Test	Pass CPFT as verified by a parent or other adult
11	Character Development Forum	Virtual*
12	Active participation, positive attitude, proper uniform, oath, etc.	Waived until further notice
13	Maintain current membership	Ops normal
14	Leadership Feedback Meeting	Virtual* or waived at Unit CC discretion
15	Closed-book milestone award exam (except Spaatz)	Virtual*, if practical, or unit follows Remote Hardcopy Exam instructions (see Section 3)
16	Spaatz Award exam	Permitted provided local circumstances allow and at the approval of the candidate’s Wing Commander

\* **Virtual:** Any convenient technology such as Zoom, Skype, Facetime, Teams, Hangouts, teleconference, etc.

**b. Recordkeeping.** In the eServices Cadet Promotions Application, local leaders will indicate “pass” (or 100% or waiver date, etc., as appropriate to complete that data field) for the waived items. Although an imperfect method, this approach is available immediately, without need for reprogramming eServices.

#### **4. Reasonable Accommodation for Cadets Lacking Web Access**

- a. Identifying Cadets.** Cadets may self-identify as lacking web access, or local leaders may poll their cadets. School squadrons may classify all cadets as lacking web access.
- b. Open-Book Achievement Tests.** Local leaders may administer achievement tests verbally over the phone, if they deem such a method practical.

- c. **Accelerated Promotions.** When the cadet who lacks web access is able to return to active status upon the end of the COVID-19 emergency, he or she will be eligible to advance with just 4 weeks (28 days) time in grade, versus the usual 8 weeks. While these cadets are essentially unable to progress during the shut-down, this accommodation allows them an opportunity to eventually catch-up to their intended promotion timeline.
- **Duration.** Due to the open-ended nature of the COVID-19 emergency, the end date for the accelerated promotion accommodation is yet to be determined. Cadets should expect that it will continue for a period equal to the shut-down's duration, or the amount of time the cadet was without access, plus a margin of 30 days.
  - **Recordkeeping.** In the eServices Cadet Promotions Application, local leaders will select the "JROTC accelerated promotions" field to bypass the 8-week standard and promote at 4 weeks.

### **Section 3: 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.

5. **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.
6. **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 a 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.
  - **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.

## 7. Special Considerations

- a. 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 is waived under the current COVID-19 accommodations. Local leaders will indicate cadet passed drill on the same date as they passed the leadership test with 20 drill standards met. Although an imperfect method, this approach is available immediately, without need for reprogramming eServices.
- b. Cadets with Special Needs.** Cadets will receive the same accommodations testing at home that they would in the squadron environment.

### Section 4:

#### Waivers for Mitchell, Earhart & Eaker Award Requirements Due to COVID-19

**Overview.** This section announces updated accommodations to support cadets during the continued COVID-19 emergency. Cadet Officer School, most Region Cadet Leadership Schools, and most encampments were canceled in 2020. Those cancellations were beyond the cadets' control. This waiver is in place so as not to unfairly stall their progression. The eligibility criteria identified below limits waivers to cadets who are on the cusp of earning the Mitchell, Earhart and Eaker Awards.

## 8. Encampment & the Mitchell and Earhart Awards (Ref: CAPR 60-1, 5.5.2)

- a. Extended Waiver.** Cadets may earn the Mitchell and Earhart Award without having completed an encampment
- b. Duration.** Waiver expires 31 Oct 2021; after that time, the normal requirement resumes
- c. Process.** Upon the cadet satisfying all Mitchell Award criteria or Earhart Award Criteria other than the encampment, the unit commander notifies the Cadet Program Registrar of the waiver via email to Registrars@capnhq.gov and a courtesy copy to the Wing/CP. Include the cadet's name and CAPID. As an eServices work-around, the registrar administratively awards encampment credit for that date at location "COVID-19."

- d. **Effect on Ribbons.** Waived cadets are not authorized to wear the encampment ribbon until they complete an actual encampment
9. **Region Cadet Leadership School & the Eaker Award** (Ref: CAPR 60-1, 5.5.3)
- a. **Waiver.** Eligible cadets may earn the Eaker Award by substituting a writing and speaking assignment in lieu of completing RCLS (see Attachment 1)
  - b. **Eligibility.** Limited to cadets holding the grade of C/Capt or C/Maj
  - c. **Duration.** Waiver expires 31 Oct 2021; after that time the normal requirement resumes
  - d. **Process.** Upon the cadet satisfying all Eaker Award criteria and completing the substitute assignment in lieu of COS/RCLS, the unit commander notifies the Cadet Program Registrar of the waiver via email to Registrars@capnhq.gov and a courtesy copy to the Wing/CP. Include the cadet's name and CAPID. As an eServices work-around, the registrar administratively awards RCLS credit for that date at location "COVID-19."
  - e. **Effect on RCLS Offerings.** This waiver is not intended to discourage regions and host wings from offering RCLS later this year, if the situation allows. Indeed, some cadets may be able to attend an RCLS, but for those who cannot – for whatever reason – this waiver is available.
10. **Encampment & RCLS Waiver Approvals.** Unit commanders shall approve the waivers mentioned above upon request from eligible cadets. Nevertheless, unit commanders retain discretion in making promotion decisions via the usual process (see CAPR 60-1, 5.7), by comparing the cadet's performance compared against the Leadership Expectations found on CAPVA 60-100, *Cadet Super Chart*.

### Section 5: Waivers for Spaatz Award Due to COVID-19

**Overview.** During the COVID-19 emergency, Spaatz exam attempts were placed on hold and a waiver was announced for the benefit of cadets who aged-out of cadet status during the public health emergency. That emergency is continuing longer than expected and so the **waiver is extended to 31 October 2021**.

#### 11. Eligibility.

- a. **Waiver Eligibility.** The Spaatz age waiver is hereby granted to all Eaker Award recipients who reached age 21 between the date CAP halted non-essential missions (15 March 2020) and were otherwise eligible but prevented from taking their Spaatz exam due to local restrictions preventing gatherings. This waiver is specifically not intended to give extra time for a cadet who otherwise was not eligible for the Spaatz exam.
- b. **Membership Eligibility.** Affected Spaatz candidates need to maintain a current CAP membership. At age 21, they must submit a completed CAPF 12, *Application for Senior Membership*, per the usual process. If any of these individuals attempt the Spaatz after turning 21, they will do so as senior members. No one will be permitted to attempt the Spaatz Exam as a Patron member.
- c. **Eligibility Period.** Candidates may exercise the age waiver through 31 October 2021. Candidates may reattempt the exam after 7 days, per the usual rules. Candidates will not be authorized more than three attempts in their lifetime, per usual. This waiver is intended to allow exam attempt(s) for a member who has aged out and was prevented from taking the exam due to COVID-19 Restrictions. This waiver is not intended to provide any candidate with extra time to prepare that would have otherwise been allowed by their 21<sup>st</sup> birthday. With that intent in mind, no exam will be allowed for any candidate above the age of 21ys and 6 months, or six months after the effective date of this waiver.

## 12. Testing Protocol.

- a. **Exam Request Process.** Candidates request their wing's permission to attempt the exam via the usual process. When making the request, candidates should cite the waiver granted by this memo.
- b. **Exam Access.** Because these 21-year-old candidates cannot access the Spaatz exam in eServices, the leadership, aerospace, and essay exams will be administered via hard copy transmitted to the proctor as a PDF. A few business days before the exam appointment, candidates will need to ask their proctors to email [spatz@capnhq.gov](mailto:spatz@capnhq.gov) to request a PDF version of the exam.
- c. **Safety Precautions.** Spaatz testing may take place in any phase of COVID-19 Remobilization if allowed by local officials and with the permission of the candidate's Wing Commander. Everyone involved in a Spaatz attempt should wear a mask and maintain 6' social distancing throughout their time together, and only low-risk individuals should participate. The candidate may remove their mask for the fitness portion of the exam. A family member may hold the cadet's feet for the sit ups, or they may be anchored under an object.

### Section 6:

#### *Cadet Programs Officer Handbook & Specialty Track Guide Waivers*

**Overview.** Due to COVID-19, encampment-related tasks in the Cadet Programs Officer Specialty Track are removed for members who meet the criteria below. These changes are in response to the COVID-19 health emergency that essentially canceled nearly all encampments in 2020 and the new Volunteer University roll-out which set a deadline on grandfather clauses for senior member promotions. This waiver is in place so as not to unfairly stall member progression due to circumstances related to the COVID-19 emergency, while upholding the integrity of the specialty track program.

13. **Senior Rating Eligibility.** The task of serving on encampment staff (page 63, item #47) is removed for those members who:
  - a. Obtained the Cadet Programs Officer Technician Rating after 1 January 2018
  - b. Have fulfilled all other Senior Rating requirements
  - c. Submit their request for the Senior Rating (see section 4 below) by 31 Oct 2021
14. **Master Rating Eligibility.** The task of staff service at RCLS, a second encampment, or NCSA / CSA (page 65, #29) is removed for those members who:
  - a. Obtained the Cadet Programs Officer Senior Rating after 1 January 2018
  - b. Have fulfilled all other Master Rating requirements
  - c. Submit their request for the Master Rating (see section 4 below) by 31 Oct 2021
15. **Wavier Procedure.** Members who qualify for one of the exemptions above will need to request their rating via email. The standard eServices process is not available. Therefore, members will please:
  - a. Complete the Senior or Master Rating tracking sheet (Excel file) available in the Cadet Library.
  - b. Show their unit commander that they meet the eligibility criteria of §1 or §2 above.
  - c. For Senior Rating applicants only: Promise to make a good faith effort to provide at least 20 hours' encampment service in 2021. Members who receive this exemption will need to fulfill the encampment requirement prior to their earning the Master Rating. It is unlikely that CAP will be able to track that exemption via eServices, so some degree of an honor system will be in effect for the small number of people affected.
  - d. Obtain the unit commander's endorsement of the items above (email is acceptable).

- e. Submit the items above to the Registrars@capnhq.gov by the above deadlines, with a courtesy copy to the Wing Director of Cadet Programs. Please use “CP Officer – Senior (or Master) Rating Encampment Exemption” as the email’s subject.

  
CURT LAFOND  
Director of Cadet Programs

Copy: Region & Wing CPs

Attachment: Substitute Assignment for RCLS Credit

**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