NCSA Activity Director General Guidance

Uniform Standards and Disciplinary Action

Uniform and Grooming Standards

All participants and staff are expected to follow uniform and grooming standards as outlined in CAPR 39-1. Summer activities should also reference the Activity directors should hold all members accountable for appropriate haircut, hair color and piercings per CAPR 39-1. Any member who does not meet grooming standards upon arrival may be sent home at their own expense.

Disciplinary Action for Cadets and Senior Members at Activities

Sending a member home is a serious matter and should not be considered lightly. Issues related to health, safety and activity rules/guidelines are at the discretion of the AD. However, before sending a cadet or senior member home for any reason and regardless of the time of day, the AD must contact the NCSA Coordinator (or one of the other "Key Contacts" listed on the Administration section above).

AFTER consultation with the NCSA Coordinator, in the event the decision is made to send a member home, the AD with help as needed from the NCSA Coordinator will:

1. Call the participant's Region Commander
2. Call the participant's Wing Commander
3. Call the participant's Unit Commander
4. Although regulations do not require written notice to dismiss from an activity early, if a cadet is being sent home, the AD will follow up phone communications with an email to the Region, Wing and Unit Commanders describing in writing the reason the member will be sent home and anticipated details to their departure (cc'ing the NCSA Coordinator).
5. If the member is a cadet, AD and a second senior staff member shall call the parent(s) of the cadet.
6. The NCSA Coordinator will notify CAP/CPA of the reason the cadet or senior member was sent home. This action may be done by a forward of the above written correspondence. CAP/CPA policy is to leave the disciplinary action of the participant to the appropriate Wing and Squadron unless CAPR 60-2 provides other regulatory guidance.
7. If the member being sent home is a cadet, they will remain with senior members while awaiting travel home.
8. The cost of the member returning home is the responsibility of the member and/or their parents and NOT CAP. If not being picked up by parents by personal vehicle, cadets will travel home only from airports, bus or train stations as authorized by the activity.
9. Lift/Top travel reimbursements will not be paid to a member sent home from the activity.

Early Dismissal

Activity Directors should use early dismissal guidance in CAPR 60-1 Chapter 3. Hazing, Bullying, Abuse or other violation of CAPR 60-2 by participants or staff, cadet or senior, are not tolerated and may result in immediate dismissal at the expense of the affected member. See CAPR 60-1, 3.5.4., Early Dismissal from Overnight Activities.

Base Access

Should your activity require access to a military installation(s), be prepared to become familiar with individual base requirements as soon as possible and at least 6 months in advance. You may need to have both a Military Support Authorization (MSA) letter and an Entry Authority List (EAL). These are separate documents.

Military Support Authorization (MSA)

- Gives members access to clothing sales, AAFES, the dining facilities and lodging and is issued by CAP-USAF.
- MSA authorizes use of local medical facilities for initial care. Reference AFI 10-2701.
- MSA does not give access to the base.
- Activity Directors need to reach out to and coordinate with their respective CAP-USAF member and request an MSA for their activity

Information required for an MSA typically includes the last name, first name, CAPID and CAP grade for all participants, cadet staff and senior member staff.

Entry Authority List (EAL)

Provides base access and is issued by Security Forces at each base. The AD will need to coordinate with the local Security Forces in the Visitors' Center to provide ready access for your staff and participants. Each base has different requirements, so identify and coordinate their requirements early.

At a minimum, bases require the following:

- Each member's full name
- Date of birth
- Proof of US citizenship
- In some cases, an unexpired driver's license number and state of issue may be requested.

Please reach out to the Program Manager, Cadet Career Exploration to request a PII list at least 30 days in advance of your activity start date. This request should include an Excel roster with the following information for all participants:

- First Name
- Last Name
- CAPID
- Cadet under 18 OR Adult

In your email request, please include the email address and phone number for your point of contact at the base. CAP IT will send the PII list directly to that person.

A separate EAL might be needed for your guests or individuals picking up members on base, if you do not have those guest names included in the initial request. If you have any trouble with this issue, contact your assigned NCSA Coordinator.

The base itself will tell you how much lead time it will need. Once all information is with the security forces, follow up to be sure your group is on an EAL.

Finally, be sure to check back one to two weeks BEFORE your first staff arrives to be sure that the EAL is ready to go to the gate(s). Be sure you check with the applicable gate(s) guards the morning of your first arrivals to ensure the list made it to the people responsible for checking IDs.

Be prepared to communicate in advance to your participants and guests about the ID requirement for your activity location(s).

Working with CAP-USAF

Each Activity Director should be in contact with their specific Region CAP-USAF representatives to coordinate CAP-USAF visits and support. Some CAP-USAF representatives may visit for a day or two or be available to staff your entire activity. Activity staff do not report to CAP-USAF, but they are our supportive partners at these activities. Please welcome your CAP-USAF representatives partnership on safety concerns and encourage them to share their overall observations with their chain of command. The CAP-USAF contact directory can be found in eServices.

Graduation

Not all cadets are required to successfully graduate from a performance-based NCSA. If a cadet does not meet defined performance standards, does not complete required assignments, or fails to participate fully in the activity, the AD is not required to “graduate” the participant. It is critical, however, that ADs approach such decisions ensuring they use a consistent evaluation process and involve multiple staff members. ADs should follow the same protocol outlined above for sending a member home if a participant does not graduate.

If your activity has graduation requirements, these must be documented in writing, posted on your NCSA website, and embodied in the Welcome Letter sent to cadets upon notification of acceptance to the activity.

Per CAPR 60-1, para 8.5.1.3, cadets and staff must complete 80% of the requirements of the course in contact hours to be eligible for graduation. Participants may engage in the entire course, but not graduate. If a student does not graduate per the graduation requirement, they will not receive credit for the CSA or NCSA in their training record nor will they be eligible for the NCSA ribbon. ADs will email the unit commander in the event a cadet does not graduate and earn NCSA credit.