NCSA Activity Director Administrative Guidance

Files and Continuity

Once appointed, Activity Directors are given access to the files for their activity in the CAP Dropbox. Activity Directors are required to maintain updated documents and files in the Dropbox provided for their activity. Each activity has a specific file structure that's easy to manage. This helps provide continuity each year through the archived system. Your NCSA Coordinator is available to help you walk through the file structure.

Files saved include but are not limited to:

- Budget
- Receipts
- Schedule
- Curriculum
- Award Nominations
- After Action Report

Equipment Request

If your activity requests equipment from NHQ, please contact your respective Program Manager for assistance at least 45 days in advance.

Available equipment includes:

- Laptops
- Projectors
- MiFis
- Radios
- Flight Headsets (NFA only)
- Flight Simulators (NFA only)

Equipment requests will be fulfilled as available. The cost of shipping equipment from and back to NHQ (or other defined destination will be charged to the activity. It's important that each activity plan for shipping costs when developing budgets. Some equipment may require a transfer request and acceptance through ORMS.

After The Activity

End-of-Activity Survey

All activities are required to have their participants and staff complete the end-of-activity survey on the last full day of the activity. Activities that are "in the field" without internet access will send the survey link to participants and staff within 48 hours of the activity end date.

CAP/CPA will provide survey links to all activity staff in advance. Approximately 7 days after your activity end date, CAP/CPA will collate the survey results for your activity and provide those to the Activity Director.

After Action Report

This template form will be in your activity folders in OneDrive. It's a best practice to complete your AAR with input from your key staff members as soon as possible after your activity ends while details are still fresh. Please complete and submit in advance of your scheduled Activity Close Out Meeting.

Activity Close Out Meeting

Your Activity Close Out Meeting must take place within 30 days of the activity end date with the Program Manager and your NCSA Coordinator. The purpose of this meeting is to debrief and review your activity and plan for the next year. Please schedule this 30-minute meeting with your Program Manager as far in advance as possible. Ideally, the Activity Director, Deputy Director and Finance Officer should attend.

Staff Completion

It's a best practice to provide a certificate of completion or appreciation to your staff members. Where possible, print those certificates in advance and bring them to the activity. There is not a universal template; you are free to use your own template specific to your activity, while following CAP brand standards. A sample is included on the Activity Director Resources page.

Awards Process Overview

Activity Directors should recognize the members, outside agencies and supporters that facilitate the success of their programs. There is no national recognition certificate, and ADs are encouraged to create their own certificate or purchase small tokens of appreciation. A certificate goes a long way in thanking guest speakers and people who contribute to the success of special activities. It is important to note that military personnel often support special activities. Do not overlook their efforts and the invaluable support they provide.

Recognizing key staff and exceptional performers can be accomplished in a wide variety of methods. Directors may choose to formally recognize members by using the CAP awards and decorations system. Use CAPP 39-3, Awards Made Easy, as a resource when writing recommendations.

National Awards

This section applies to award submissions for NCSAs and NFAs only.
Do not use the Award Recommendation application tool via the eServices online module.

- These awards should be reserved for a select few as they are National Commander's Commendation, Meritorious Service, Exceptional Service and Distinguished Service Awards.
- Complete the word/pdf version of the CAPF 120, Recommendation for Decoration, and send it directly to NCSA Coordinator Lt Col James Peace at jpeace@cap.gov for consideration and review.
- Recommendations will be processed by CAP/CPA and routed through the CAP Awards Committee.
- Save a copy of CAPF 120 in the Awards folder. These awards should be reserved for a select few as they are National Commander's Commendation, Meritorious Service, Exceptional Service and Distinguished Service Awards.

Region and Wing Awards

This section applies to CSAs or those awards for NCSAs or NFAs that do not meet National criteria. Use the Award Recommendation application tool within eServices online module. These awards will be approved at the members home Squadron, Group, Wing, or Region level through the online eServices module. Save a copy for your records and safekeeping to follow up on the award's status.