



OFFICE OF THE NATIONAL COMMANDER  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

17 April 2020

MEMORANDUM FOR ALL UNIT COMMANDERS & ACTIVITY DIRECTORS

FROM: CAP/CC

SUBJECT: COVID-19 Risk Management for Multi-Day Training Activities & Follow-Up Planning

- 1. Purpose.** This memo establishes a process for evaluating risks relating to COVID-19 that affect multi-day training activities. We want to allow activities to continue when it is safe to do so, and to cancel, postpone, or relocate when advised by public health warnings. Further, the memo discusses follow-up plans in the event of cancellations.
- 2. Affected Activities.** This guidance applies to all National Cadet Special Activities, Cadet Special Activities, National Flight Academies, Encampments, multi-day Emergency Services training, multi-day Aerospace Education and Professional Development training and all other multi-day training activities until further notice.
- 3. Timeline.** At least **50 days** prior to the activity's start date, a leadership team (see §4 below) will examine the situation against certain criteria (see §5 below). The deadline of 50 days is established on the assumption that multi-day activities involve member travel and the coordination of several essential logistical matters which cannot be deferred any later. Single-day activities, which tend to involve members from fewer communities and require less logistical coordination, could conceivably delay their go / no-go decision to a few days prior to the scheduled start date.
- 4. Leadership Team.** A leadership team comprised of key stakeholders (e.g., sponsoring commander, activity director, host OPR, safety, etc.) will participate in the discussion on whether to execute on schedule, postpone, relocate, or cancel multi-day CAP activities. Per standard practice, activity leaders need to complete a full, deliberate risk management process using CAPF 160, *Deliberate Risk Assessment Worksheet*, or equivalent Incident Command System forms for missions or exercises (Ref: CAPR 160-1, paragraph 3.3.1). Final decision-making authority rests with the sponsoring commander.
- 5. Decision-Making Criteria.** Multi-day training activities may continue as scheduled or move to an alternate location only if the following criteria are met 50 days prior to the scheduled start date. In practice, the natural way to address these criteria is during the CAPF 160 deliberate risk management process.
  - a. Social Distancing – Activity Site.** The Centers for Disease Control and Prevention (CDC) or the State's public health official must have lifted its guidance on social distancing for the activity location.
  - b. Social Distancing – Residence.** Members who live outside the State where the activity is being held may participate only if the CDC or State government has lifted social distancing guidance where they reside in order to avoid personnel unknowingly carrying the virus.
  - c. Host Facility Support.** The host facility and key vendors must have recently reconfirmed their willingness to support the activity with lodging, meals, tours, classes, etc.

- d. Student Quorum.** Enough students must have reconfirmed their commitment to participate to justify the time and effort of all affected parties; local leadership teams use their judgment in determining what amounts to a “sufficient” number of students.
- e. Adult Staff.** Enough adult staff to meet mission needs must have recently reconfirmed their commitment to participate. Special emphasis should be placed on having health services personnel involved in preparations and on site to be sure experienced advisors are available to leaders.
- f. Budget Review.** The Activity Director must have reviewed the activity’s budget, considering the new number of reconfirmed students and staff. Activities must have sufficient funds to meet the new projections for fixed and variable costs.
- g. Other Precautions.** Even when social distancing guidelines are eased, the CDC is likely to advise camp-like or college-like environments to promote certain hygiene practices and cleaning and disinfection practices as well as screening of personnel on arrival and special procedures should someone become sick while attending. CAP activities must be prepared to implement these (as yet unspecified) precautions.
- 6. Notification.**
- a. To Activity Registrants.** Each Activity Director is responsible for notifying all registrants of the go or no-go decision at least 45 days prior to the activity’s original start date.
- b. NCSAs, CSAs, NFAs, and Encampments** will report their status to CAP/CP at least 50 days prior to the activity’s originally scheduled start date. Cadet encampment activity directors will please accomplish this [via an online form](#).
- c. Activity directors for training in other mission areas** should report cancellations and postponements to the respective OPR at National Headquarters or the Region or Wing level as appropriate.
- 7. Refunds.** CAP activities will refund all tuition within 30 days of a cancellation. Regions and Wings that encounter a significant burden due to their having had to pre-pay certain expenses for cadet activities may contact CAP/CP to discuss their possibly receiving financial assistance, or the respective OPRs responsible for other activities.
- 8. Slotting for Next Year.** If an NCSA, CSA, or NFA is cancelled, cadets who want to participate the following year would need to reapply per the usual process. CAP will attempt to accommodate members who age-out of their cadet status by possibly slotting them as activity staff on a case-by-case basis.
- 9. Mitchell & Eaker Award Waivers.** Encampment cancellations could stall a cadet’s pursuit of the Mitchell Award. Likewise, COS and RCLS cancellations could stall a cadet’s pursuit of the Eaker Award. We will defer making decisions about possibly waiving or adjusting those requirements until summer.



MARK E. SMITH  
Major General, CAP  
National Commander

cc:

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