



**NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY**  
105 S. Hansell St  
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26 October 2021

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: CP

SUBJECT: COVID-related waiver updates for the Cadet Program

1. SITUATION. As we all know, COVID has spiked, retreated, and returned. 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.

a. Updated Guidance. This memo supersedes all earlier waiver memos to the 60-series cadet regulations, the most recent being dated 1 February 2021.

b. Summary of Changes. This memo extends some waivers affecting cadet activities and cadet promotions, while allowing other waivers to expire (e.g., milestone exam testing, catch-up promotions for cadets lacking web access, Spaatz age 21 waivers, and specialty track progression for adults).

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) or the Eaker Award (in the case of RCLS). Unit commanders will please email [Registrars@capnhq.gov](mailto: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 (1 Feb 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.	Returned to 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	Returned to ops normal	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	Returned to ops normal	CAPR 60-1, §5.4.1.3
17	Spaatz Award exam	Returns to ops normal on 1 Nov 2021	CAPR 60-1, §5.8
<b>Virtual:</b> Any convenient technology such as Zoom, Skype, FaceTime, Teams, Hangouts, teleconference, etc.			

  
 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