



OFFICE OF THE NATIONAL COMMANDER  
 CIVIL AIR PATROL  
 UNITED STATES AIR FORCE AUXILIARY  
 MAXWELL AIR FORCE BASE, ALABAMA 36112-5967

Waiver Letter 20-01  
 19 March 2020

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

SUBJECT: Waiver Letter – CAPR 60-1, *Cadet Program Management*  
 and CAPR 40-2, *Test Administration & Security*

**1. Overview.** In an attempt to keep cadets engaged in CAP during the Coronavirus emergency, the following accommodations for the cadet learning and promotion systems are effective immediately and shall continue until further notice.

**2. Reasonable Accommodation for Cadets Having Web Access**

**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.**

Item No.	Standard Cadet Promotion Requirement	Reasonable Accommodation
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

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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 emails PDF to parent or other trusted adult proctor
16	Spaatz Award exam	Not permitted per Coronavirus precautions; age waivers will be considered if needed

\* **Virtual:** any convenient technology such as Zoom, Skype, Facetime, Microsoft Teams, Google 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.

## 2. 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 orally, 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 Coronavirus 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.

**d. Duration.** Due to the open-ended nature of the Coronavirus 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, plus a margin of 30 days.

**e. 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.

## 3. Further Accommodations

The accommodations listed above should be sufficient for our immediate needs. If the Coronavirus emergency extends into summer or otherwise impacts encampments, RCLSs, etc., additional accommodations may be authorized via a Waiver Letter.



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National Commander