



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
United States Air Force Auxiliary
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

20 September 2019

MEMORANDUM FOR REGION COMMANDERS

FROM: CAP/CP

SUBJECT: National Accreditation of Cadet Special Activities (CSAs)

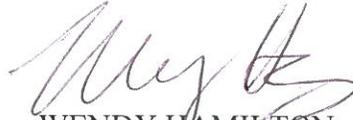
1. It is time to nominate wing or region activities that you believe should garner the Cadet Special Activities (CSA) Ribbon. **Cadet Programs will accept nominations until 15 October.** A panel will review the nominations and make their recommendations to the National Commander. We will send you notification of whether the activity is approved for accreditation or not by 15 November and work with the activity director to capture data needed to advertise and, if requested, post the course on eServices registration and payment site.
2. The purpose of the CSA accreditation process of CAPR 60-1, 8.7 is to enlarge cadets' access to exemplary special activities, use the NCSA ribbon as a motivator, and provide managerial and quality controls within the NCSA/CSA system. CSAs are programs hosted by wings or regions that enable cadets to explore aerospace careers/expertise, develop leadership skills, or enhance their emergency services skills. To qualify as a CSA, the activity must:
 - a. Be endorsed by the host region commander (includes wing-level activities applying for accreditation);
 - b. Operate according to a defined curriculum that specifies its learning objectives;
 - c. Include at least 25 hours of curriculum/training;
 - d. Accept cadets from across the nation; and
 - e. Demonstrate at least 2 years' successful operation before accreditation
3. Roles and Responsibilities
 - a. The Region Commander appoints Activity Directors;
 - b. Wings/Regions develop/maintain curriculum;
 - c. Wings/Regions set minimum selection criteria: age, prerequisites, etc.;
 - d. Wings/Regions select attendees or may opt into using CAP/CP's standard, published scoring and automated selection system;
 - e. Wings/Regions oversee finances, including budgeting, setting activity fees, fundraising, and tracking expenses;
 - f. National HQ through Cadet Programs supports CSAs by processing registration and payments if CSA staff opts into using eServices registration and payment system, and advertising courses via national platforms.
3. Accreditation is granted for 1 year at a time, and activities approved in previous years need to be nominated again for the current fiscal year. National Flight Academies (NFAs) require accreditation as well. Request for NFA accreditation nominations will come via a separate email, since it may take up to 2 years to bring an academy into the national system.
4. Please upload your CSA nominations to <https://www.dropbox.com/request/ITbnrqqHvADkIw4DCCbp>. Use the following standard for naming files. RegionAbbreviation_CourseName_DocumentName_FiscalYear. For example, a

copy of curriculum for NER Honor Academy would be named

“NER_HonorAcademy_Curriculum_2020. Along with your endorsement letter, please include:

- a. copy of the curriculum (see Attachment 2 for example);
- b. draft schedule and/or operating plan;
- c. budget to actual or an expense report for last 2 years;
- d. course critiques/feedback (a summary is sufficient) from the last 2 years; and
- e. nomination form in an editable format, save as Word not PDF (Attachment 1).

5. Questions regarding accreditation process or status of a package should be sent to ncsa@cap.gov.



WENDY HAMILTON

Senior Manager

Cadet Career Exploration Activities

Attachment:

1. Nomination Form
2. Sample of curriculum

CC:

Wing Commanders

Region DCS, Cadet Programs

Wing DCPs

NCSA Staff