



# CIVIL AIR PATROL

## CADET PROGRAMS

Dear Region Commanders,

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 30 September.** 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) also require accreditation, and the solicitation email with instructions will be sent separately. 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 25 October and work with the activity director to capture data needed to advertise and, if requested, post the course on eServices registration and payment site.

The purpose of the CSA accreditation process (CAPR 60-1, 8.5.3) 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:

- Be endorsed by the host region commander (includes wing-level activities applying for accreditation).
- Operate according to a defined curriculum that specifies its learning objectives.
- Include at least 25 hours of curriculum/training.
- Accept cadets from across the nation.
- Demonstrate at least 2 years' successful operation before accreditation
- Review roles and responsibilities by clicking the button below.

**To complete the accreditation nomination complete the tasks below:**

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## STEP 1 Submit CSA Nomination

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Submit your nominations using this online form:

[\*\*CSA Accreditation Nomination  
Form\*\*](#)

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## STEP 2 Upload Completed

# Nomination Package

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Use the following standard for naming files: [Region/WingAbbreviation CourseName DocumentName FiscalYear](#). For example, a copy of a curriculum for NER Honor Academy would be named "NER\_HonorAcademy\_Curriculum\_2024".

Upload copies of each of the following using the Document Submission Link:

- Region/wing host endorsement letter/email.
- Copy of the curriculum (see Attachment 2 for example).
- Draft schedule and/or operating plan.
- Budget to actual or an expense report for 2 years.
- Course critiques/feedback (summary is sufficient) for 2 years.

[Document Submission Link](#)

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Resources:

[Roles & Responsibilities](#)

[Sample Curriculum](#)

You will receive an automatic email notification from Dropbox when you upload your documents. Any questions about the accreditation process or the status of a package should be directed to [ncaa@cap.gov](mailto:ncaa@cap.gov).

V/r,

**Margarita Mesones**

Cadet Activities Program Manager  
Civil Air Patrol, U.S. Air Force Auxiliary  
[GoCivilAirPatrol.com](http://GoCivilAirPatrol.com)

Civil Air Patrol - Cadet Programs | 105 S. Hansell Street, Maxwell AFB, AL 36112

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HEADQUARTERS CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
105 South Hansell Street  
Maxwell AFB, Alabama 36112

1 September 2023

MEMORANDUM FOR REGION COMMANDERS

FROM: CAP/CP

SUBJECT: National Cadet Special Activities (CSAs) Accreditation 2024

1. The purpose of the CSA accreditation process (CAPR 60-1, 8.5.3) 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.
  - e. Demonstrate at least 2 years' successful operation before accreditation
2. Roles and Responsibilities
  - a. Region Commander appoints activity director.
  - b. Region/Wing develops/maintains curriculum.
  - c. Region/Wing sets minimum selection criteria: age, prerequisites, etc.
  - d. Region/Wing selects attendees or may opt into using CAP/CP's standard, published scoring and automated selection system (scoring found on the NCSAS.com ["National Cadet Activity Application Instructions"](#) page).
  - e. Region/Wing reviews and approves deliberate risk management documents.
  - f. Region/Wing provide day-to-day supervision, including operations and risk management planning and execution of the activity.
  - g. Region/Wing oversees finances, including budgeting, setting activity fees, fundraising, and tracking expenses, National HQ does not supplement budget.
  - h. National Commander approves inclusion on approved CSA list 1-year at a time.
  - i. National HQ through Cadet Programs supports CSAs by processing registration and payments, if CSA staff opts into using eServices registration and payment system, and by advertising courses via national platforms. Any income collected is sent to hosting Region/Wing.
  - j. Cadet attendees are eligible to use Cadet Lift funding to attend. If they apply via CadetInvest Module in eservices by 15 January and are selected for financial assistance.

MARGARITA MESONES  
Cadet Programs, National Headquarters

cc:  
Wing Commanders  
Region DCSes, Cadet Programs  
Wing DCPs  
NCSA Staff  
Past CSA Directors