



CIVIL AIR PATROL

CADET PROGRAMS

Dear Region Commanders,

It is time to nominate wing or region NFAs that you would like to become part of the NFA system and allow participants to earn the Cadet Special Activities (CSA) Ribbon. **Cadet Programs will accept nominations until 15 November.** 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. CSAs 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 November and work with the activity director to capture data needed to advertise, register attendees, incorporate into the national budget, and request mission in WMIRS.

- **Past programs** are required to submit documents annotated as “(Prior Year)” in step 2 below.
- **New programs** which have not been part of the NFA system in the past must also apply for accreditation and submit documents annotated as “(New)” in step 2 below.
- **Roles & Responsibilities** are found by clicking the blue button below.

To complete the accreditation nomination complete the tasks below:

STEP 1 Submit NFA Nomination

Submit your nominations using this online form:

[NFA Accreditation Nomination Form](#)

STEP 2 Upload Completed Nomination Package

Use the following standard for naming files: [Region/WingAbbreviation CourseName DocumentName FiscalYear](#). For example, a copy of an oplan would be named "MAR Roland Butler Powered Flight_Oplan_draft_2024."

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

FOR PRIOR YEAR NFAs (had accreditation the prior year and is resubmitting)

1. Region/Wing host endorsement letter/email (endorsing activity means you have reviewed draft o-plan, expense estimate, and risk management worksheets);
2. Schedule and/or operating plan (reviewed by host region/wing);
3. Deliberate Risk Assessment Worksheet (CAPF160 dated Apr 22 and CAPF 160HL, if needed) from last year with section 14 filled in. Address any hazards you did not originally identify and any changes to existing controls you anticipate for the upcoming year.
4. Budget is already in Dropbox, check to see if estimated expenses, head count, etc. on the budget needs updating and do so. Template on NCSAs.com "Activity Director Help page under "Helpful Links."
5. Course critiques/feedback is collected via Survey Monkey by NHQ. Results are posted in Dropbox folder 5.

FOR NEW NFAs (did not have accreditation the prior year)

1. Region/Wing host endorsement letter/email (endorsing activity means you have reviewed draft o-plan, expense estimate, and risk management worksheets);
2. Schedule and/or operating plan (reviewed by host region/wing);
3. Initial Deliberate Risk Assessment Worksheet (CAPF160 dated Apr 22 and CAPF 160HL, if needed) NOTE: These are first-look assessments. They will need to be refined in late winter/early spring when closer to activity execution.
4. Budget to actual or an expense report for last 2 years.
5. Course critiques/feedback (a summary is enough) from the last 2 years

[Document Submission Link](#)

Resources:

[NFA Roles & Responsibilities](#)

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 nca@cap.gov.

V/r,

Margarita Mesones

Cadet Activities Program Manager
Civil Air Patrol, U.S. Air Force Auxiliary
GoCivilAirPatrol.com



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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 Flight Academies (NFAs) Accreditation 2024

1. It is time to nominate wing or region NFAs that you would like to become part of the NFA system and allow participants to earn the Cadet Special Activities (CSA) Ribbon. **Cadet Programs will accept nominations until 15 November. 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.** CSAs require accreditation, as well, and the instruction letter for those also is attached to the solicitation email. 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 November and work with the activity director to capture data needed to advertise, register attendees, incorporate into the national budget, and request mission in WMIRS.
 - a. Past programs are required to submit documents annotated as “(Prior Year)” in para. 4 below.
 - b. New programs which have not been part of the NFA system in the past must also apply for accreditation and submit documents annotated as “(New)” in para. 4 below.
2. NFAs are programs hosted by wings or regions that enable cadets to fly in powered aircraft, gliders, or balloons. To qualify as an NFA, the activity must:
 - a. Be endorsed by the host region commander (wing-level activities applying for accreditation require wing and region endorsement).
 - b. Conform to the national powered, glider or balloon curriculum/syllabus/policies (See CAPS71-1, 2 or 3).
 - c. Accept cadets from across the nation; and
 - d. Receive the endorsement of an accreditation panel selected by CAP/CP, upon a review of the activity’s operating plan, expense estimate, and Deliberate Risk Assessment worksheets, and nomination form.
3. Roles and Responsibilities
 - a. Region Commander appoints activity director.
 - b. Region/Wing coordinates oplan using template found on [Emergency Services Operational plan webpage](#) which incorporates National HQ developed syllabus and policies.
 - c. Region/Wing provides initial expense estimate using CAP/CP-provided template as part of accreditation (on NCSAs.com Activity Director Help Page under “Helpful Links”), and National HQ includes accredited NFAs in national budget and provides financial processing at national-level.
 - d. Region/Wing reviews and approves deliberate risk management documents;
 - e. Region/Wing provide day-to-day supervision, including operations and risk management planning and execution of academy.
 - f. Region/Wing processes and approves, as applicable, e108s.
 - g. Region/Wing manages safety reporting associated with any mission mishaps.
 - h. National Commander approves inclusion in NFA family for 1 year.
 - i. National HQ develops/maintains syllabus and policies.
 - j. National HQ Cadet Programs sets minimum selection criteria: age, prerequisites, etc.
 - k. National HQ selects attendees using CAP/CP’s standard, published scoring and automated selection system, and any exceptions must be requested by host and agreed to by National HQ during accreditation.

- l. National HQ Cadet Programs provides advertising, assigns activity fee, registers cadets and staff, provides activity payment support, and manages a universal feedback mechanism via Survey Monkey for participants and staff.
 - m. National HQ Cadet Programs initiates Air Force Assigned Mission number request (is reassigned to wing/region once approved) and provides to activity staff.
4. Submit your nominations using this online form: [CSA/NFA Accreditation Nomination Form](#).
 5. Upload in the rest of your nomination package using this Dropbox [CSA/NFA Upload link](#). Use the following standard for naming files:
Region/WingAbbreviation CourseName DocumentName FiscalYear. For example, a copy of an oplan would be named “MAR Roland Butler Powered Flight_Oplan_draft_202X.” Include the following in your package. **Please upload as separate files:**
FOR PRIOR YEAR NFAs (had accreditation the prior year and is resubmitting)
 - a. Region/Wing **host endorsement** letter/email (endorsing activity means you have reviewed draft o-plan, expense estimate, and risk management worksheets);
 - b. **Schedule and/or operating plan** (reviewed by host region/wing);
 - c. **Deliberate Risk Assessment Worksheet** (CAPF160 dated Apr 22 and CAPF 160HL, if needed) from last year with section 14 filled in. Address any hazards you did not originally identify and any changes to existing controls you anticipate for the upcoming year.
 - d. **Budget** is already in Dropbox, check to see if estimated expenses, head count, etc. on the budget needs updating and do so. Template on NCSAs.com “Activity Director Help page under “Helpful Links.”
 - e. Course **critiques/feedback** is collected via Survey Monkey by NHQ. Results are posted in Dropbox folder 5.
FOR NEW NFAs (did not have accreditation the prior year)
 - a. Region/Wing **host endorsement** letter/email (endorsing activity means you have reviewed draft o-plan, expense estimate, and risk management worksheets);
 - b. **Schedule and/or operating plan** (reviewed by host region/wing);
 - c. Initial **Deliberate Risk Assessment Worksheet** (CAPF160 dated Apr 22 and CAPF 160HL, if needed) NOTE: These are first-look assessments. They will need to be refined in late winter/early spring when closer to activity execution.
 - d. **Budget to actual or an expense report for last 2 years.**
 - e. Course **critiques/feedback** (a summary is enough) from the **last 2 years**
 6. Questions regarding accreditation process or status of a package should be sent to ncsa@cap.gov.

MARGARITA MESONES
Cadet Programs, National Headquarters

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