

SPAATZ AWARD EXAM REQUEST

Time Sensitive
Cadet Turns 21 within 60 days
Other Reason

SECTION 1. CADET'S PERSONAL INFORMATION

Cadet's Name:	CAPID:	Unit Charter:
Email:	Phone:	Cell Home

SECTION 2. ELIGIBILITY MATTERS

Eaker Award Date:	CPP Completion Date:	N/A (Under age 18)
Exam Attempt: 1st 2nd 3rd	Date of Last Attempt:	Minimum 7-day separation
Exams Remaining:	Leadership Aerospace Fitness Character (Essay)	
Have you ever served in the Active Duty military, beyond Basic Training?	Yes No <i>Ineligible. See CAPR 60-1.</i>	Physical Fitness Category: I – Unrestricted II – Temporarily Restricted* III – Partially Restricted** IV – Indefinitely Restricted**
Are you requesting an accommodation due to a learning disability?	Yes No <i>If yes, explain your request in Section 6 and attach supporting documents from your school.</i>	

* Category II cadets are ineligible to test. See CAPR 60-1
 **Categories III and IV must request and receive approval via Spaatz@capnhq.gov prior to testing. Request must include physician and unit commander endorsement. Indicate in Section 6 Notes if it is being sent directly to NHQ at Spaatz@capnhq.gov for privacy reasons. Recommended form is in CAPP 60-50.

SECTION 3. EXAM APPOINTMENT

Please propose three dates, times, and locations.

Choice No.	Date	Start Time	Location (Stable internet access is needed)	Second SM (for CPP purposes)
1				
2				
3				

SECTION 4. APPROVALS

Unit Commander	Approved	Denied	<i>Explain reasoning in Section 6.</i>
Wing Commander	Approved	Denied	<i>Explain reasoning in Section 6.</i>

SECTION 5. ROUTING INSTRUCTIONS

1. Cadet submits this completed form to Unit Commander via email.
2. Unit commander approves / denies request, forwards to wing commander with copy to Wing/CP and cadet
3. Wing commander approves / denies request.
Wing/CP coordinates for an exam proctor and forwards this form to that person.*
Wing commander returns this form to cadet and Unit Commander
4. Exam proctor contacts cadet to confirm the exam appointment details.

Notes on Exam Proctors. Any senior may serve as the exam proctor, provided he or she is not related to the cadet or assigned to the same unit. The suggested best practice is for the Wing/CP to arrange for a Cadet Programs Officer from a nearby squadron to serve as proctor. Wings should assign proctors who live a reasonable distance from the cadet. Proctors should review gocivilairpatrol.com/spaatzadmin for instructions.

SECTION 6. NOTES