CIVIL AIR PATROL
CADET PROGRAMS

Slotting

Mrs. Margarita Mesones

2024

Activity

Director

Training

Timeline

Date/Timeframe	Instructions (Do not slot cadets until NHQ has notified all Ads)
NLT 1 Feb	Unit approvals in eServices of online NCSA apps
NLT 15 Feb	Wing approvals due in eServices of online NCSA apps; NFAs need your signed Oplan
16 Feb-1 Mar	Portions of Registration & Payment turned off to accommodate initial slotting
19-21 Feb	Hand Slot--only for those coordinated between Activity Director and NHQ
22 or 23 Feb	Auto slotting program runs
23-28 Feb	Business rules checked by Activity Director and NHQ; NHQ makes slotting changes if needed
27-29 Feb or after 1 Mar	Courses that do not autoslot may slot their courses based on published business rules or wait until AFTER 2 March, if they do not want auto-notifications for accepting a slot to go out
28 Feb / 1 Mar	Automated slotting announcements to cadet participants (Primary)
1 Mar	eServices notifications go out
NLT 10 Mar	AD will make initial contact with slotted cadets (email to cadet, parent & unit cc) & Welcome letters added to activity websites
NLT 10 March	Welcome letters added to activity websites
31 March	Initial student payment deadline for NCSAs
1 April	Activity Directors can begin Alternate slotting
30 April	Final student payment deadline for NCSAs

Who are the Partial & Hand slotted courses?

All 2024 Staff courses are hand slots

All 2024 CSAs are hand slots

Other:

- HI Wing Powered Flight Academy (Distributed)
- AK Powered Flight Academy (Distributed)
- Richard Augur Powered Flight Academy (Distributed)
- Aviation and Aeronautics Business Academy
- MD Wing Robert Ayres Powered Flight Academy
- IACE
- Blue Beret-Returning (only)
- Cyberspace Networking & Operations courses
- AFTA

If you are not on this slide…. You are an auto slotted course

Partial & Hand Slotted courses - Slotting Instructions

Date Range	Instructions
Now – 18 Feb	*No Action – Wait for emailed instructions*
19-21 Feb	**Slot only those that**: (a) list your course as #1 preference; (b) scored in top 1/3 of applicants; (c) is not already slotted for another course
22-23 Feb	*No Action - AUTO SLOTTING RUNS*
24-26 Feb	ONLY REVIEW & IDENTIFY per business rules listed in emailed instructions
27-29 Feb	Take action to slot remaining cadets following business rules
01 Mar	Automated slotting announcements to cadet participants
NLT 10 Mar	First contact from ADs to cadets/parents

Auto Slotted courses - Slotting Instructions

Date Range	Instructions
Now – 22 Feb	*No Action– Wait for email instructions*
22-23 Feb	*No Action - AUTO SLOTTING RUNS*
23-28 Feb	ONLY REVIEW & IDENTIFY per business rules listed in emailed instructions
27-29 Feb	Take action to slot remaining cadets following business rules
01 Mar	Automated slotting announcements to cadet participants
NLT 10 Mar	First contact from ADs to cadets/parents

- Scored in the top 1/3 of applicants for that course
- Cadets should only be slotted for 1 activity "spread the wealth"
- Cadets may not attend the same "type" of activity a second time (exceptions: 1st year glider cadets that have not soloed)
- Must meet any "specialized" criteria published on ncsa activity page

Welcome Letters / First Contact

- Initial email sent to cadet and parent
  - ✓ Points of Contact - email
  - ✓ Welcome letter (with details)
- Outline additional information needed from attendees
  - ✓ Acceptance of slot / pay deposit
  - ✓ Accommodations
  - ✓ Travel Plans
  - ✓ Submit via email, phone call if necessary
- Need Assistance? Look in Dropbox for examples!
- Due NLT 10 Mar 24

Focus Items

February

- Do not touch Slotting Module in eServices (see email instructions)
- Confirm Deputy, Safety & Finance Officers
- Finalize lodging contracts
- Finalize meal contracts
- Draft Vanguard order…minus the sizes

March

- Send Welcome Letters and contact slotted cadets prior to 10 March
- Signed Oplans & CAPF 160s due
- Confirm local logistic support
- Send Payment reminder

April

- Slot alternates based on business rules
- All contracts & purchase orders in place
- Finalize schedule and curriculum

Approved FY24 budgets are in your Dropbox finance folder

Next webinar: March 3rd & 4th
Webinar #3 Safety Emphasis Activity Director Training

Questions?