

## Training

### CAP CADET TRAINING PROGRAM

CAPR 52-16, 1 October 2006, is supplemented as follows:

#### 1-3. Additional Standards for Overnight Cadet Activities:

a. At all overnight cadet activities at which male cadets are present, at least one senior member must be male, and at which female cadets are present, at least one senior member must be female.

b. At overnight activities attended by cadets from more than one unit, each unit is responsible for providing such senior member escorts as are required by subparagraph (a.) above for the cadets of that unit. This requirement may be waived by the event project officer when consideration of all circumstances, including the number of cadets and senior members present and the design of the facilities for overnight accommodations, leads the project officer to conclude that adequate protection for all members are available without requiring each unit involved in the activity to comply with subparagraph (a.).

c. The requirement of subparagraph (a.) may be waived in writing by the Wing Commander during an actual emergency or under circumstances where the Commander concludes that appropriate protection is present.

d. Where cadets attending Civil Air Patrol events are allowed to arrange their own accommodations (e.g., Wing Conferences held in hotels), the parent or guardian of each cadet must be notified in writing that a senior member escort will not be supervising the conduct of the cadets outside of scheduled activities.

#### 4-3. In addition to National Scholarships, cadet members of the West Virginia Wing are eligible to apply for the WV Wing Solo Scholarship, WV Wing Special Activities Scholarships, the Omar W. Crim/WVU Academic Scholarship, and the Colonel Rodney F. Moody Memorial CAP Scholarship Fund.

Selection procedures for the WV Wing Solo Scholarship will be in accordance with attachments one and two of this supplement.

Depending upon available funding, the WV Wing may provide several annual scholarships for cadets who have been selected by National Headquarters to participate in National Cadet Special Activities. These scholarships are intended to help defray the cost of attendance at these national special activities. Eligible cadets should contact the Wing Director of Cadet Programs for application procedures.

Cadets who have earned the General Carl A. Spaatz Award are eligible to apply for the Omar W. Crim academic scholarship from WVU. This scholarship was funded through the WVU Foundation by a former member of the WV Wing to assist Spaatz cadets with their college expenses. Eligible cadets must contact the WVU Financial Aid Office for details.

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Supersedes WV Wing Supplement 1, 1 August 2003

OPR: CP

Distribution: Each Unit (1); MER/DA (1)

WV Wing cadets who have earned the General Billy Mitchell Award are eligible to apply to the Colonel Rodney F. Moody Memorial CAP Scholarship Fund for financial assistance to attend one of the following leadership training courses: (1) National Cadet Officers School; (2) MER Cadet Officers Course; (3) Cadet Civic Leadership Academy; (4) Honor Guard Academy; or (5) other appropriate CAP nationally sponsored cadet leadership training course. Additional information about the scholarship fund can be found in attachment 3.

**5-3a.** Members applying for attendance at a WV Wing Summer Encampment must make application using WV Form 52-1 (WV Wing Cadet Programs Activity Application) and WV Form 52-2 (Encampment Medical Information). Other application forms may be required depending on the type of activities scheduled and the location of the encampment. All required application forms will be posted on the WV Wing web site.

**5-3a.1.** Additional requirements for senior member applicants to attend the Cadet Encampments are: (1) Senior member must be 21 years of age; (2) must meet height, weight, and grooming standards for wearing the CAP uniform as outlined in CAPM 39-1; (3) senior members who want to attend encampments must be physically and emotionally able to supervise cadets, and; (4) must have been a member of Civil Air Patrol for at least six months prior to the encampment.

**5-3b.1.** Additional selection priorities for cadets: Phase III and Phase IV cadets who have attended several prior encampments will be allowed to attend the activity only if their participation is needed to staff the encampment in some manner.

**5-3d.** Added. Denied Applicant: The Encampment Commander has the authority to refuse any cadet or senior member application to the encampment if the applicant has violated encampment regulations at previous activities or if they have caused behavior or discipline problems at other CAP events.

### SOLO SCHOLARSHIP AWARD CHECKLIST

#### I. Cadet Eligibility requirements and Application Procedures (Ref. CAPR 52-16, Chapter 4-3)

- \_\_\_\_\_ 1. Be 16 years of age prior to starting date of training or at least 14 years of age for glider training.
- \_\_\_\_\_ 2. Have completed a minimum of five achievements, and attained the grade of Cadet Technical Sergeant, in the cadet program prior to participation in the solo scholarship flight training program.
- \_\_\_\_\_ 3. Complete a CAPF 95, including an essay of 1000 words or less explaining why you should be awarded this opportunity, and give the completed form to your Unit Commander.
- \_\_\_\_\_ 4. Unit Commanders should ensure that the CAPF 95 has been completely and properly filled out, verify that the cadet meets the above eligibility requirements, and sign the CAPF 95 indicating so.

#### II. Items to accomplish after the CAPF 95 has been approved (Ref. CAPR 52-16, Chapter 4-3)

Cadets must:

- \_\_\_\_\_ 1. Determine if a CAP or Non-CAP aircraft will be used for completion of the scholarship.
- \_\_\_\_\_ 2. Obtain and possess at least a Class III FAA Medical and Student Pilot Certificate.
- \_\_\_\_\_ 3. Obtain, read, complete, and sign a copy of the Solo Scholarship Agreement. NOTE: Do not fill in the date at the beginning of the Agreement. It will be completed by the Wing Commander when he signs it.
- \_\_\_\_\_ 4. Locate an appropriate flight instructor and have them sign the Agreement.
- \_\_\_\_\_ 5. Give the completed CAPF 95, the signed Solo Scholarship Agreement, and a photocopy of your Class III Medical and Student Pilot Certificate to your Unit Commander.
- \_\_\_\_\_ 6. If a CAP aircraft will be used, the Unit Commander needs to decide if the unit will pay for the aircraft and/or fuel costs, or if the cadet will be responsible for aircraft and/or fuel costs. This should be indicated on the Solo Scholarship Agreement. For Non-CAP aircraft, the student will be responsible for all costs during training.
- \_\_\_\_\_ 7. The Unit Commander should examine the application package, and if everything is in order, sign the Agreement and send all of the forms below to WV Wing HQ, Attention: CPS.

**Application Package List**

- \_\_\_\_\_ Properly completed CAPF 95, with the essay, and Unit Commander's signature.
- \_\_\_\_\_ Completed and signed Solo Scholarship Agreement.
- \_\_\_\_\_ Photocopy of Class III Medical/Student License.

III.. Wing Headquarters Procedures:

- \_\_\_\_\_ 1. The Wing Commander will examine everything and, if approved, will sign and date the Solo Scholarship Agreement, returning it and a copy of the Agreement to the Unit Commander, indicating approval to begin flight training.

IV. Flight Training (15 Hours of flight time; 1 year time limit)

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

**NOTE:** The start date will be the date the Agreement is signed by the Wing Commander. The finish date will be the date the cadet signs the CAPF 7 indicating completion.

V. Post Flight Training Requirements

- \_\_\_\_\_ 1. Complete a CAPF 7, including the cadet's signature, as soon as possible after completion of flight training.
- \_\_\_\_\_ 2. Fax or mail the completed CAPF 7 and a photocopy of the solo endorsement on the reverse side of the Class III Medical/Student Pilot Certificate to WV Wing HQ, Attention: CPS.

WV Wing Headquarters must:

- \_\_\_\_\_ 1. Upon receipt of the CAPF 7 and solo endorsement, WV Wing will provide reimbursement to the cadet and/or unit, as applicable: for CAP Aircraft, 15 hours of aircraft usage plus fuel and oil expenses will be reimbursed. For Non-CAP Aircraft, WV Wing will reimburse the cadet \$300 for fuel and oil expenses.
- \_\_\_\_\_ 2. The Wing Commander will sign the CAPF 7 and send it to NHQ-CAP.

**WV SOLO SCHOLARSHIP AGREEMENT**

This agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_, and between \_\_\_\_\_, in capacity as Commander of the West Virginia Wing, Civil Air Patrol, hereinafter referred to as "CAP" and Cadet \_\_\_\_\_, hereinafter referred to as "student" and \_\_\_\_\_, referred to as "instructor" and \_\_\_\_\_, as Unit Commander of the \_\_\_\_\_ Squadron, hereinafter referred to as "unit".

**WHEREAS:** Student has been selected to receive the CAP Solo Scholarship Award.

**WHEREAS:** This agreement is intended to set out the understanding between the parties concerning the rights, duties and obligations concerning said solo scholarship.

**NOW THEREFORE WITNESSETH** that for and in consideration of the premises, the parties hereto agree as follows:

1. The Unit Commander concerned states that the student meets all eligibility requirements for award of this solo scholarship.
2. If a CAP aircraft is to be used, the unit concerned and the student will be responsible to arrange for an instructor (CFI), who is a CAP member. The name of the instructor must be furnished to the Wing Commander. If a Non-CAP aircraft is to be used, the student will be responsible to arrange for an instructor (CFI).
3. If a CAP aircraft is to be used, CAP agrees to make available to instructor and student, a CAP aircraft in which to accomplish the aforesaid flight instruction.
4. Student agrees to make himself/herself available to instructor, at the convenience of the instructor, at such times and for sufficient periods of time which allow for the timely completion of the aforesaid flight training.
5. Instructor states that he/she is a current FAA Certified Flight Instructor.
6. Student agrees to furnish a copy of his/her FAA Medical Certificate to Wing Headquarters.
7. For CAP aircraft, the parties agree that the aircraft costs will be paid by the \_\_\_\_\_ (unit or student). The fuel and oil will be paid for by the \_\_\_\_\_ (unit or student). For Non-CAP aircraft, the student will be responsible for all costs.

8. The student agrees that for a non-unit funded scholarship using a CAP aircraft, he/she will be solely responsible for all costs, as indicated in item 7, incurred in completion of the flight training in CAP aircraft used for instruction.
9. The unit agrees that for a unit funded scholarship using a CAP aircraft, it will be responsible for all costs, as indicated in item 7, incurred in completion of the flight training in CAP aircraft used for instruction.
10. If a Non-CAP aircraft is being used, the student agrees that he/she will be solely responsible for all costs, including insurance. WV Wing will not be responsible for any costs.
11. CAP will tender to student or unit, as applicable, the amount for 15 "Hobbs" hours of aircraft flight time for CAP aircraft, and up to \$500 for fuel and oil expense for CAP or Non-CAP aircraft, only upon the timely completion of this scholarship indicated by the receipt at Wing HQ of a properly completed CAPF 7, and a photo copy of the student's solo endorsement in their logbook and on the Class III Medical.
12. The parties agree that the instruction provided for herein will be complete no later than \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, which is one year from the date this agreement was made.
13. The parties agree that if the 15 hours of instruction are not completed before the deadline stated above, CAP will not be required to reimburse the student or squadron for any costs. Also, the student will be required to reimburse the squadron and costs paid for by the squadron, as indicated in item 7, if the instruction is not completed by the deadline stated above.
14. This agreement must be completed and returned to Wing HQ for approval in order to initiate this scholarship.

\_\_\_\_\_  
Wing Commander

\_\_\_\_\_  
Unit Commander

\_\_\_\_\_  
Flight Instructor

\_\_\_\_\_  
Cadet/Student Pilot

\_\_\_\_\_  
Parent or Legal Guardian Signature

## **Colonel Rodney F. Moody Memorial CAP Scholarship Fund**

The Col Rodney F. Moody Memorial CAP Scholarship Fund has been created to recognize and assist deserving Civil Air Patrol (CAP) cadets of the West Virginia Wing, in the advancement of their leadership training and skill development. The intent of this scholarship is to provide financial assistance to one or more of the WV Wing cadets by funding their attendance and participation at one of the following leadership training courses: (1) National Cadet Officers School; (2) Middle East Region Cadet Officers Course; (3) Cadet Civic Leadership Academy; (4) Honor Guard Academy; or (5) other appropriate CAP nationally sponsored cadet leadership training course.

The scholarship will provide funds to pay for registration fees, travel expenses, meals, lodging, uniform items, and incidental expenses, up to a maximum of \$750, for selected cadet(s). Eligible cadets can apply for financial assistance from the scholarship fund by contacting the CAP Administrator of the Scholarship and submitting a "Letter of Request for Assistance" along with a complete resume of their achievements and activities. To be eligible for a scholarship from the fund, the CAP cadet(s) must meet all of the following requirements:

- (1) Must be an active member in good standing of the West Virginia Wing
- (2) Must be at least 16 years of age
- (3) Must have earned the Billy Mitchell Award
- (4) Must have been accepted for attendance at one of the above listed training courses
- (5) Must submit a resume listing their CAP activities and accomplishments, community service activities, school achievements, and future plans
- (6) Must have never previously received a CAP cadet training scholarship award from this endowment
- (7) Must have their unit commander's approval

The "CAP Coordinator" of the scholarship fund, along with two other members of the West Virginia Wing, will select at least one outstanding CAP cadet each year to receive this award for use in attending a CAP cadet leadership training activity. The selection will be based on the cadet's achievements both in and out of CAP, their leadership abilities, academic levels, as well as their ability and potential

to serve as a role model for other CAP cadets. The CAP Coordinator will determine the amount of the scholarship based on the activity attended, the total costs of the activity, any other funding sources available to the eligible cadet(s), and the amount of funds available to the scholarship endowment.

The scholarship is a “one time” award to the selected CAP cadet(s). Once a cadet has been awarded a scholarship from this fund, they will be ineligible to apply again.

The scholarship will be provided as a reimbursement of expenses to the selected cadet; however, under extenuating circumstances, the CAP Coordinator may approve pre-payment of some expenses based on the financial need of the applicant. Normally, the scholarship will be awarded to the selected cadet(s) upon completion of their leadership training activity and submission of their certificate of course completion to the CAP Coordinator. It is expected that the CAP Coordinator, Lt Col Connie Moody, or their representative will personally present the scholarship to the selected cadet(s).