



OFFICE OF THE NATIONAL COMMANDER  
CIVIL AIR PATROL  
United States Air Force Auxiliary  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

29 March 2016

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

SUBJECT: Interim Change Letter – CAPR 52-16, Cadet Program Management

**1. Cadet Advisory Council Term of Office.** The Cadet Advisory Council's term of office is changing to align the term with the fiscal year in order to improve the cadets' learning opportunities.

a. By aligning the CAC term with the fiscal year, the national-level CAC cadets will have about five months of training and web-based meetings before their first in-person presentation, which normally coincides with the Winter Command Council meeting. The cadets' final in-person meeting, which normally coincides with the National Conference in August, will come about four weeks prior to the term's official conclusion. From an educational perspective, an October to September cycle is a better fit for the cadets' needs.

b. Restated, the 2015-16 council will serve until 30 September 2016, and the FY17 council will begin on 1 October 2016.

**2. Interim Change.** CAPR 52-16, Section 7-4b, is changed as follows:

*Timeline.* Commanders appoint cadets to the CAC by 1 September annually via the duty assignment module in eServices. The CAC term runs concurrent with CAP's fiscal year, 1 October through 30 September. For the sake of continuity, the outgoing cadet chair and vice chair should participate in the incoming council's first meeting.

**3. Expiration.** CAPR 52-16 is undergoing revision as part of the publications re-engineering project. This interim change letter will remain in effect until such time as the new CAPR 52-16 is published.

A handwritten signature in black ink, appearing to read "Joseph R. Vazquez".

JOSEPH R. VAZQUEZ  
Major General, CAP  
National Commander

cc:  
Region & Wing CPs