



OFFICE OF THE NATIONAL COMMANDER  
NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

Waiver Letter 20-05

6 May 2020

MEMORANDUM FOR ALL UNIT COMMANDERS

SUBJECT: Waivers for Mitchell & Eaker Award Requirements Due to COVID-19

**1. Introduction.** This memo announces further accommodations to support cadets during the COVID-19 public health emergency. Cadet Officer School, most Region Cadet Leadership Schools, and most encampments are cancelled for summer 2020. Those cancellations are beyond the cadets' control, so we will waive related promotion requirements so as not to unfairly stall their progression. The eligibility criteria identified below narrowly limits waivers to cadets who are on the cusp of earning the Mitchell and Eaker Awards.

**2. Encampment & the Mitchell Award** (Ref: CAPR 60-1, 5.5.2)

- a. **Waiver.** Eligible cadets may earn the Mitchell Award without having completed an encampment
- b. **Caveat.** Waived cadets must complete an encampment prior to their earning the Earhart Award
- c. **Eligibility.** Limited to cadets holding the grade of C/MSgt to C/CMSgt as of 1 May 2020
- d. **Duration.** Waiver expires 1 May 2021; after that time, the normal requirement resumes
- e. **Process.** Upon the cadet satisfying all Mitchell Award criteria other than the encampment, the unit commander notifies the Cadet Program Registrar of the waiver via email to [Registrars@capnhq.gov](mailto:Registrars@capnhq.gov) and a courtesy copy to the Wing/CP. Include the cadet's name and CAPID. As an eServices work-around, the registrar administratively awards encampment credit for that date at location "COVID-19."
- f. **Follow-On Action.** Squadrons will need to track waived cadets manually and not approve the Earhart Award until the cadet completes an encampment
- g. **Effect on Ribbons.** Waived cadets are not authorized to wear the encampment ribbon until they complete an actual encampment

**3. Region Cadet Leadership School & the Eaker Award** (Ref: CAPR 60-1, 5.5.3)

- a. **Waiver.** Eligible cadets may earn the Eaker Award by substituting a writing and speaking assignment in lieu of completing RCLS (see Attachment 1)
- b. **Eligibility.** Limited to cadets aged 19 or older and holding the grade of C/Capt or C/Maj as of 1 May 2020

- c. **Duration.** Waiver expires 1 May 2021; after that time the normal requirement resumes
- d. **Process.** Upon the cadet satisfying all Eaker Award criteria and completing the substitute assignment in lieu of COS/RCLS, the unit commander notifies the Cadet Program Registrar of the waiver via email to [Registrars@capnhq.gov](mailto:Registrars@capnhq.gov) and a courtesy copy to the Wing/CP. Include the cadet's name and CAPID. As an eServices work-around, the registrar administratively awards RCLS credit for that date at location "COVID-19."
- e. **Effect on RCLS Offerings.** This waiver is not intended to discourage regions and host wings from offering RCLS later this year, if the situation allows. Indeed, some cadets may be able to attend an RCLS in the fall or over the holidays, but for those who cannot – for whatever reason – this waiver is available.

**4. Waiver Approvals.** Unit commanders shall approve the waivers mentioned above upon request from eligible cadets. Nevertheless, unit commanders retain discretion in making promotion decisions via the usual process (see CAPR 60-1, 5.7), by comparing the cadet's performance compared against the Leadership Expectations found on CAPVA 60-100, *Cadet Super Chart*.



MARK E. SMITH  
Major General, CAP  
National Commander

Attachment

1. Substitute Assignment for RCLS Credit

cc:

CAP/CV/XO/CCC/COO/AE/CP/DO/DP/GC/PA

CAP-USAF/CC/CV/DO/DT/JA

All CAP Region and Wing CV/CS/AE/CP/DA/DO/DP

**ATTACHMENT 1**  
**SUBSTITUTE ASSIGNMENT FOR RCLS CREDIT**

**A. Instructions for Cadets**

Develop a personal leadership statement, expressed via an 800-1200 word personal essay. This essay should explain how your experiences have shaped how you approach the challenge of leadership. You should incorporate personal experience and the essay must also cite at least two concepts from *Learn to Lead*, volume 2, 3, or 4, or other articles about leadership. Then, use the essay as the basis for an extemporaneous talk of 4 to 7 minutes' duration.

The extemporaneous talk may be presented on Skype, Zoom, Teams, or any similar platform, as desired. The audience should be 3 or more individuals, with at least 1 being the senior member evaluator.

**Helpful Tips**

- Summarize the leadership concepts in your own words
- Explain how you've seen leadership attempted in practice, in CAP or in some other setting
- Describe what leadership effect should have resulted, in ideal circumstances. What effect actually resulted? Why?
- How did that inform your personal leadership style?
- Summarize any lessons learned from the experience
- Audio-visual aids are optional for the extemporaneous talk
- Invite audience feedback to your extemporaneous talk via a brief Q&A period

**B. Instructions for Squadron Leadership Officers**

This assignment is graded Pass / Fail. Provide constructive feedback upon completion. Cadets may fix any significant errors and reattempt all or a portion of the assignment, if necessary.

**Essay Grading Criteria**

- ☐ Accurately summarizes two selected leadership topics
- ☐ Includes discussion of the ideal results and the actual results observed via a personal experience
- ☐ Includes an assessment of how the cadet used their experiences to grow as a leader
- ☐ Correct grammar and spelling
- ☐ Proper use of topic sentences and paragraphs
- ☐ Format: Typed, double-spaced, 1" margins
- ☐ Length: 800 to 1200 words (about 4 or 5 pages)

**Extemporaneous Talk Grading Criteria**

- ☐ Majority of talk's content is reflected in the essay's content
- ☐ Clearly and accurately summarizes each of two leadership topics
- ☐ Well-prepared extemporaneous presentation; not read from manuscript
- ☐ Duration: 4 to 7 minutes
- ☐ Responds directly to audience during a brief Q&A period