



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 60-3

26 October 2021

Cadet Programs

CADETS AT SCHOOL PROGRAM

This regulation defines the purposes of the CAP Cadet Program's Cadets at School program and identifies policies governing its administration.

SUMMARY OF CHANGES. This is an entirely new regulation that is relevant only to school squadrons (indicated by an 800-series charter number) and wings that support school squadrons.

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1. OVERVIEW

The Cadets at School program is a sub-program within the overall CAP Cadet Program. This regulation governs all aspects of CAP's school-sponsored squadrons, which are designated with an 800-series unit charter number. ***Should any CAP regulation conflict with this regulation's provisions, this regulation's requirements shall prevail.***

2. PROGRAM AIMS

2.1 Mission Statement. *Transform middle and high school students into responsible citizens and aerospace leaders.*

2.2 Vision Statement. *Assisting middle and high schools in fulfilling their unmet character and STEM education needs by bringing the CAP cadet experience to campus.*

2.3 Best Practices Resource. Further details about the mission and suggested best practices are found in CAPP 60-13, *Cadets at School*.

3. ROLES & RESPONSIBILITIES

This section summarizes key responsibilities only and is intended to help readers understand how leaders at various echelons contribute to the success of the Cadets at School program.

3.1 CAP/CP. The National Cadet Team, CAP/CP, is the office of primary responsibility for the Cadet Program and its Cadets at School sub-program. CAP/CP is CAP's overall focal point for program management, curriculum development, and policy planning and implementation. This office advises commanders and directors of cadet programs on cadet-related matters and provides customer service to the overall cadet community.

3.2 Wing Headquarters. Wing commanders, assisted by the Wing/CP, ensure school squadrons are staffed and are operating consistent CAP regulations. Wing commanders and staff assist local leaders in improving their school squadrons.

3.4 Senior Mentor. A senior member mentor assists each school squadron by providing Cadet Program expertise during its first two years of operations.

3.5 Squadron Commanders. Squadron commanders ensure their unit is staffed with qualified adults, sanction all unit-level cadet activities, establish and mentor the adult and cadet staffs, maintain positive relationships with parents, approve cadet promotions, implement the core program at local level, and ensure all personnel operate the Cadet Program in accordance with this regulation.

3.6 School Administrator. This individual is an executive-level school administrator (e.g., campus principal, assistant superintendent, vice president, or other official of similar academic rank). He or she endorses the *Cadets at School Memorandum of Understanding* (see §6) that authorizes the CAP school squadron to operate as an on-campus, school-sanctioned club, and ensures the squadron is equipped for success, as described by the MOU.

3.7 Cadet Program Officers. An informal term encompassing all adults whose primary focus is on cadets, CP officers use positive leadership techniques to supervise, instruct, and mentor cadets along their journey toward becoming “dynamic Americans and aerospace leaders.”

3.8 Cadets. Cadets are young people who are preparing themselves for leadership and success in adult life. Cadets voluntarily participate in an Air Force-style program environment. They fulfill their Cadet Oath and abide by the Core Values to the best of their ability.

4. WAIVERS, SUPPLEMENTS & OPERATING INSTRUCTIONS

Commanders submit waiver requests, proposed supplements, and proposed operating instructions (OIs) to CAP/CP through channels, to include region headquarters.

5. UNIT CHARTER ELIGIBILITY REQUIREMENTS

5.1 Sponsoring Organization. CAP locates school squadrons only on school campuses that serve students in the 6th grade or higher. Public and private institutions are eligible. Schools must operate on a physical campus for at least 150 days per year. Home schools are not eligible to sponsor a squadron under the Cadets at School program.

5.2 Adult Leadership. Each school squadron must have at least one school-appointed administrator, faculty member, or para-professional employee assigned to the squadron as a senior member. A second senior member is needed to charter the unit. The senior mentor (see §5.4) fulfills the ordinary requirement of new squadrons having at least three senior members, though this mentor need not be assigned to the school squadron. School squadrons may accept additional adult members. Alternatively, school squadrons may restrict participation to members of their school community.

5.3 Charter Process. Schools request charters per CAPR 20-3, *Charters and Other Organizational Actions*. If a wing commander determines an application should be denied, he or she will first confer with CAP/CP.

5.4 Senior Mentor. For the first two years of the school squadron’s operation, the wing will provide a senior member to support the unit with Cadet Program expertise. The selection of the mentor is subject to the school administrator’s approval. At a minimum, the mentor should possess a senior rating or higher in the Cadet Programs specialty track. If the mentor lacks knowledge of school program best practices, CAP/CP is available to assist. The senior mentor may maintain his or her membership in any CAP unit.

6. MEMORANDUM OF UNDERSTANDING

6.1 Purpose. The CAPF 60-88, *Cadets at School Memorandum of Understanding* (MOU), describes the relationship between the school and CAP. Endorsement by a school administrator (defined in §3.6), Wing/CC, and CAP/CP is necessary as a condition of chartering the unit and renewing the MOU.

6.2 Phase-In. All MOU requirements listed in this section (§6) become effective on 1 August 2022. Some school squadrons already exist, though they lack the MOU required by this new regulation.

Those existing squadrons must submit a completed CAPF 60-88 to the Wing by 1 April 2022. Wings submit completed CAPF 60-88 to CAP/CP by 15 April 2022.

6.3 Duration. The first term of the MOU will be two academic years. Thereafter, MOUs will be renewed for either one, two, or three years, depending on local stakeholders' preferences. This same one, two, or three-year duration is available to squadrons already existing on 1 October 2021.

6.4 Local Customization. Amendments to the standard CAPF 60-88 may be requested but require concurrence of CAP/CP and CAP/GC.

6.5 Suggested Process. In completing the MOU, the suggested best practice is for the Wing/CP to coordinate it with affected stakeholders on the wing staff (e.g., Wing/JA and Wing/FM), then present it to Wing/CC for endorsement. Only after receiving Wing/CC endorsement should the MOU be routed to the school for their endorsement.

6.6 Tracking. Squadrons will keep an electronic or hard copy of their current, signed MOU on file. Wings will keep a copy of the current, signed MOU for each of their school squadrons.

7. IMPLEMENTATION FORMATS

The Cadets at School program is implemented in one of two formats. Under the primary format, the squadron operates as an after-school, on-campus, extracurricular activity, similar to school-sponsored clubs. Under a secondary format, the squadron operates as a for-credit course conducted during regular school hours. The for-credit format is recommended only for schools that have at least three years of successful operations in the after-school format.

8. COMPLIANCE

School squadrons are inspected using the standard *Subordinate Unit Inspection Guide*.

8.1 Identifying Inapplicable Requirements. If the SUI process identifies a discrepancy in the unit's performance but the school squadron believes the underlying regulatory requirement is not applicable due to their relationship with the host school (e.g., the squadron uses school-supplied transportation, not CAP vehicles requiring maintenance records), the school squadron may respond "not applicable" and briefly explain their rationale.

8.2 Closing Inapplicable Requirements. Wings may close SUI discrepancies if persuaded by the school squadron's rationale for their "not applicable" response.

8.2 Resolving Disputes. CAP/CP is authorized to mediate disagreements about SUI item applicability that arise between the wing and the school squadron, in coordination with the relevant National Headquarters OPR.



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Attachment 1 - COMPLIANCE ELEMENTS

Checklist & Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
<i>This SUI item is applicable only to school squadrons, which are identified by an 800-series charter number.</i>					
SUI Tab B-1	1a	Does the school squadron have on file a CAPF 60-88 MOU endorsed by CAP and the school administration?	Unit uploads the completed CAPF 60-88 to eServices (IG report upload section) prior to the SUI's start.	(Discrepancy): [xx] (B1 Question 1) The unit was unable to show that it has a current CAPF 60-88 MOU endorsed by CAP and the school administration IAW CAPR 60-3, 6.5.	Coordinate with the school and wing to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS.
	1b	Is the MOU current? Was it endorsed fewer than 36 months ago?	Examine the endorsement date on the signed CAPF 60-88.	The unit's CAPF 60-88 MOU with the school is outdated. The version on file is dated [xx], which is [xx] months beyond the maximum 36 months' duration IAW CAPR 60-3, 6.3.	Coordinate with the school and wing to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS.
<i>This CI item is applicable only to wings that have school squadrons, which are identified by an 800-series charter number.</i>					
CI Tab B-1	1a	For each school squadron assigned, does the wing have on file a CAPF 60-88 MOU endorsed by CAP and the school administration?	Wing uploads the completed CAPF 60-88(s) to eServices (IG report upload section) prior to the CI's start.	(Discrepancy): [xx] (B1 Question 1) The wing was unable to show that an assigned school squadron has a current MOU endorsed by CAP and the school administration IAW CAPR 60-3, 6.5.	Coordinate with the school and unit to establish or renew the CAPF 60-88 MOU. Upload the signed MOU to DTS.
	1b	Is each MOU current? Were any endorsed fewer than 36 months ago?	Examine the endorsement date on the signed CAPF 60-88(s).	An assigned school squadron's [xx] MOU with the school is outdated. The version on file is dated [xx], which is [xx] months beyond the maximum 36 months' duration IAW CAPR 60-3, 6.3.	Coordinate with the school and unit to renew the CAPF 60-88 MOU. Upload the signed MOU to DTS.

Attachment 2 – REPORTING & DUE DATES PRESCRIBED IN THIS REGULATION

Requirement	Due Date	Responsible Office	Reference
CAPF 60-88, <i>Cadets at School Memorandum of Understanding</i>	Upon chartering Within 24 months of chartering (first renewal) Every 36 months or sooner (additional renewals)	CP	§ 6