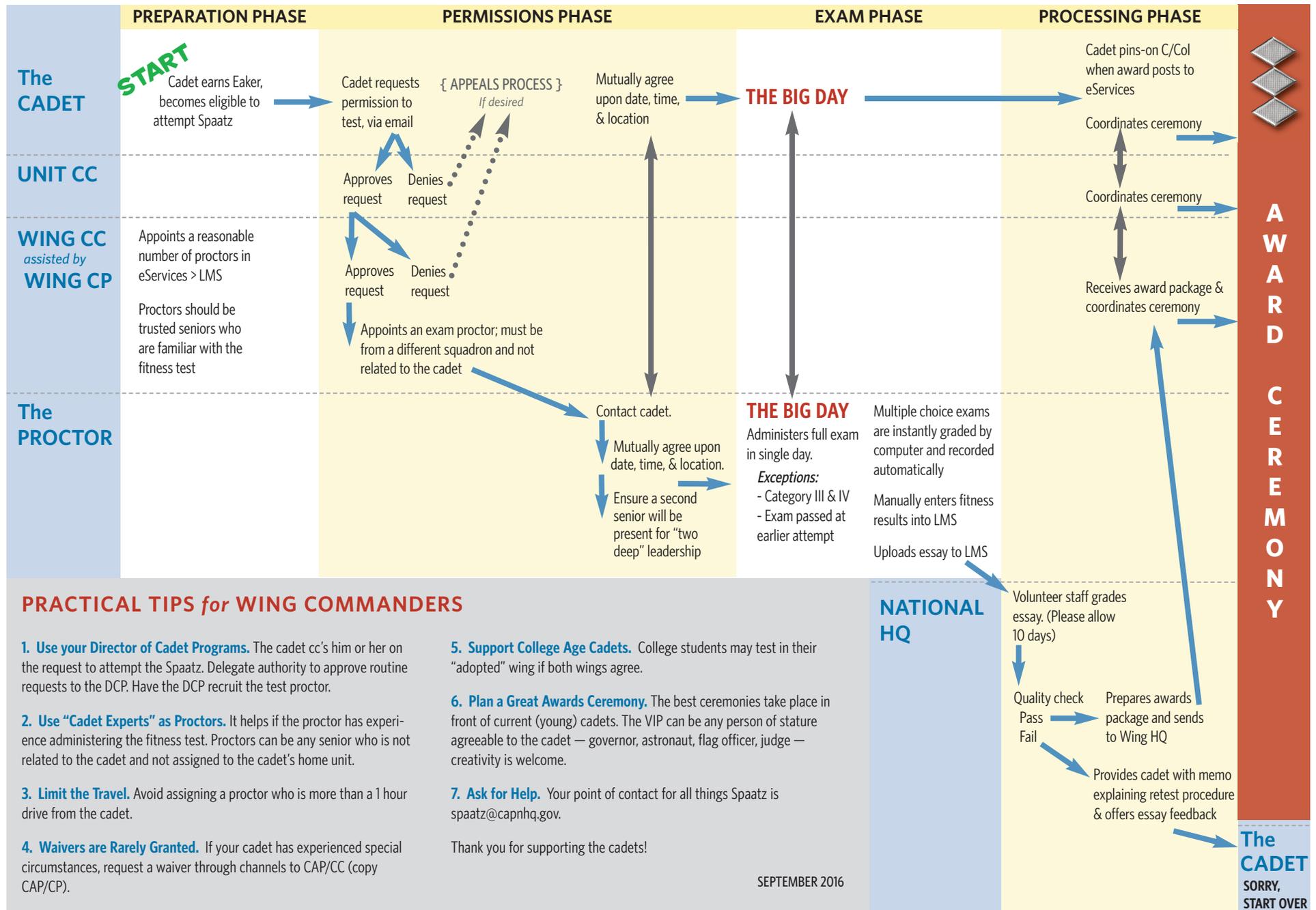


# SPAATZ AWARD EXAM PROCESS



## PRACTICAL TIPS for WING COMMANDERS

- 1. Use your Director of Cadet Programs.** The cadet cc's him or her on the request to attempt the Spaatz. Delegate authority to approve routine requests to the DCP. Have the DCP recruit the test proctor.
- 2. Use "Cadet Experts" as Proctors.** It helps if the proctor has experience administering the fitness test. Proctors can be any senior who is not related to the cadet and not assigned to the cadet's home unit.
- 3. Limit the Travel.** Avoid assigning a proctor who is more than a 1 hour drive from the cadet.
- 4. Waivers are Rarely Granted.** If your cadet has experienced special circumstances, request a waiver through channels to CAP/CC (copy CAP/CP).

- 5. Support College Age Cadets.** College students may test in their "adopted" wing if both wings agree.
- 6. Plan a Great Awards Ceremony.** The best ceremonies take place in front of current (young) cadets. The VIP can be any person of stature agreeable to the cadet — governor, astronaut, flag officer, judge — creativity is welcome.
- 7. Ask for Help.** Your point of contact for all things Spaatz is spaatz@capnhq.gov.

Thank you for supporting the cadets!

SEPTEMBER 2016