



**HEADQUARTERS - NEW YORK WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
WESTCHESTER COUNTY AIRPORT
24 LOOP ROAD (BLDG 1)
WHITE PLAINS, NEW YORK 10604-1218**



18 MAY 2021

MEMORANDUM FOR RECORD

FROM: NYWG/DCP

SUBJECT: INTERIM CHANGES TO SPAATZ EXAM REQUESTS IN NYWG

1. NHQ is currently revising and updating the Spaatz exam request procedures in an effort to streamline the process, especially for those Wings large enough to utilize Groups.
2. In the interim, and effective immediately, Cadets in NYWG requesting permission to take the Spaatz exam will do so using the *NYWG Spaatz Exam Request* memo.
3. Exam requests must be received at least **30-days** in advance of the proposed exam date(s). If a Cadet Physical Fitness Exam (CPFT) waiver is required, that request must be received at least **45-days (no more than 60-days)** in advance of the proposed exam date(s). Please review the NYWG memorandum titled "*NYWG Spaatz Exam CPFT waiver request procedures (5-21)*" for addition information regarding CPFT waivers.
4. Cadets must list at least two-three dates and locations to take the exam. The location must have an active and operating internet connection or proper Wi-Fi capabilities and a printer in the event the exam must be completed in hardcopy due to connectivity/other issues as determined by NHQ.
 - a. The location should also have proper facilities to take the CPFT portion of the exam, or an additional near-by location must be included, with easy access, for the mile-run. Cadet must arrange for this access ahead of exam date.
5. Cadets should also have a family member or fellow Cadet available to assist with the CPFT portion of the exam. Under no circumstances may a Cadet use furniture or equipment (including a treadmill) to assist in any portion of the CPFT (ex: a desk to put their feet under for the curl/sit ups, etc).
 - a. Although the exam allows for spectators, the CPFT is the only portion of the exam where spectators are permissible.
6. The Squadron CC will review and endorse the exam request. The Squadron CC is also responsible for securing an additional Senior Member from the Squadron for CPPT compliance.

- a. Upon endorsement and the securing of the date(s), location(s) and CPPT requirements, the Squadron CC will forward the request to Group CC for review and endorsement.
7. The Group CC will review and, if approved, endorse the *NYWG Spaatz Exam Request* memo. If needed, Group CC will assist Squadron CC in securing a location and/or SM for CPPT requirements.
 - a. Once endorsed, the Group CC will submit request to the Wing **Director of Cadet Programs** (DCP) for review. After vetting the Cadet, the DCP will submit request to NYWG/CC for consideration and approval.
8. Upon NYWG/CC approval, the DCP or Deputy Chief of Staff for Programs (DCS-P) who will communicate with the Cadet and Squadron CC will assign a proctor for coordination of the exam (including date, time and location).
 - a. Under no circumstances are Cadets, Squadron or Group personnel to request a specific proctor for the exam.
 - b. The assigned exam proctor will review the process with Cadet and determine the final location, date and time for the exam. A few days prior, the proctor may reach out to Cadet and Squadron CC to confirm nothing has changed, or vice-versa.
9. In the event of inclement weather, as long as it is safe to travel to exam location for all parties involved, the exam may still take place, and all possible portions must be completed, at the discretion of the exam proctor.
 - a. In the event the mile-run cannot be conducted on the same day due to the inclement weather, and all other portions completed, the exam proctor may request a one-time weather waiver for the run. However, the portion of the CPFT for which the Cadet received a weather waiver, must be completed within 30-days.
10. Accommodations/waivers:
 - a. Cadets requesting educational or reasonable accommodations must do so in memo form submitted using their chain-of-command, with the original request form, 45-60 days prior to the intended date. The request must include supporting documentation (ex: memo from school board or physician listing the accommodation suggested) and be endorsed via chain-of-command through the DCP, who will forward the request to NHQ. A memorandum of support by the Squadron CC should also accompany this request (ex: Cadet always has milestone exams printed due to time accommodations, etc). Under no circumstances will the exam take place until the accommodation request has been approved by NHQ/DCP.
 - b. Cadets requesting physical fitness testing (CPFT) waivers must do so following the guidance provided by the NYWG/DCP memorandum on the subject dated 18 MAY 2021, and must do so 45-60 days prior to intended exam date. Under no circumstances will the exam take place until the waiver request has been approved by NHQ/DCP.
 - c. Under no circumstances will NYWG or NHQ consider accommodations, waivers or special circumstances **after** the exam has taken place.
11. Appeals: In the event the Squadron CC does not approve the Spaatz exam request, a CAPF 60-94 will be completed and Cadet will not take the exam until provisions in the feedback are satisfied, at which point the Cadet may resubmit their request. This process will be adhered to

up the chain-of-command through Wing/CC. Any Cadet wishing to appeal this request must do so in writing to the next echelon within 30-days of denial. Any disapproval must accompany a written explanation for denying the request. Wing/CC denial may be appealed to the Region/CC, and the Region/CC decision is final.

12. Any formal guidance or change in procedure will follow any new changes from NHQ/CP.

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