



**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: SPAATZ EXAM REQUEST PROCEDURES FOR CADETS REQUESTING A CADET PHYSICAL FITNESS TEST (CPFT) WAIVER

1. Spaatz exam requests require endorsement by every echelon of command, from the Squadron/CC to final approval by the Wing/CC, before a proctor is assigned and the exam is administered. NYWG requires at least **45-days (no more than 60-days) advance notice** for all waived requests.
2. A Cadet Physical Fitness Test (CPFT) is required to complete the exam. Cadets needing a waiver for any or all portions of the CPFT must receive approval and endorsement from NHQ/Medical Examiner and NHQ/CP.
3. The following indicates the proper procedures for requesting a Spaatz exam CPFT waiver:
 - a. As indicated above, at least **45-days (and no more than 60-days) prior** to the primary exam intention date, Cadets will complete the *NYWG Spaatz Exam Request* memo and the *NHQ-CAP CPFT Waiver Request* form. The waiver request must be stamped or signed by a physician and a narrative on physician's letterhead indicating why participation in the indicated physical exam portion would endanger the Cadet's health and wellbeing must be attached.
 - b. The Cadet's physician will indicate the length of time of the medical condition, whether or not the condition is chronic, whether or not the Cadet can improve from the indicated condition, and if so, the expected date of recovery.
 - c. The physician will stamp or sign both the *NHQ-CAP CPFT Waiver Request* form and the accompanying letter.
 - d. By completing and submitting the *NHQ-CAP CPFT Waiver Request* form and submitting supporting documentation, the Cadet (and, by extension, legal guardian) grants permission for the NHQ/Medical Examiner to contact their physician regarding the request and the contents of the supporting documentation, as indicated on the waiver form.
 - e. The Cadet's Squadron CC reviews the *NYWG Spaatz Exam Request* memo, *NHQ-CAP CPFT Waiver Request* form, and any supporting documentation. Once endorsed, Squadron CC will submit the request to their Group CC, including all forms, and indicate the Cadet's request for the Spaatz exam and need for a CPFT waiver.
 - f. The Group CC will review the request package. Upon approval, Group CC submits the request to the Director of Cadet Programs (DCP) for review and consideration.

- g. The DCP will review the package and request additional documentation from the Cadet, if necessary. If additional information is not necessary, DCP will submit the CPFT waiver request to the NHQ/CP for NHQ/Medical Examiner Review. NHQ may take up to 14-days to review the waiver request package. NHQ/CP will indicate to the DCP, NYWG/CC and the Cadet if the waiver request is approved, and if so, which portion(s) of the exam are waived.
 - h. If the NHQ/Medical Examiner does not approve the CPFT waiver, or needs additional documentation, the NHQ/CP will advise. The exam request will not be sent to NYWG/CC until the waiver request is determined.
 - i. Upon CPFT waiver approval by NHQ, DCP will endorse and submit the exam request to NYWG/CC for consideration for final approval.
 - j. 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).
4. In summary, the NHQ/CP will only grant CPFT waivers for Spaatz exams to Cadets who have been on Category III or Category IV waivers throughout their CAP career.
- a. In the event of a sudden injury prior to the confirmed Spaatz exam, the NYWG Spaatz Proctor assigned is to postpone the entire exam, and Squadron CC is to indicate the Cadet's CPFT category in eServices, as determined by the Cadet's physician.
 - b. Should a Cadet be close to "aging out" by the time the illness or injury is resolved, the NYWG/CC will use his or her discretion to request an age waiver to NHQ/CP once initiated/requested by the Cadet.
 - c. NHQ/CP will not approve a CPFT waiver for temporary injuries/illnesses.
 - d. NHQ/CP will not approve a CPFT waiver for Cadets whose injuries/illness are "recoverable."
 - e. Cadets requesting a CPFT waiver must have been excused from the physical testing portion of the exam as evidenced by a Squadron CC entry on eServices in the past. "New" illnesses or injuries will only be considered by NHQ/CP and NHQ/Medical Examiner on a case-by-case basis, and with proper supporting documentation.
 - f. In the event a Cadet is requesting a CPFT waiver for a portion of the Spaatz exam, but completed it in the past, the Squadron CC must also include a memorandum explaining why the Cadet may have participated in an activity in the past, but is precluded from participation in current and future events (ex: Cadet was able to perform PACER run, but is requesting excusal from the mile run for the Spaatz exam).

Katherine I. Torres
KATHERINE I. TORRES, Maj, CAP
Director of Cadet Programs, NYWG

Attachment: *NHQ-CAP Cadet Physical Fitness Waiver Request form*

Cadet Physical Fitness Test Waiver Request

Physical fitness is a component of the Civil Air Patrol Cadet Program. Unless restricted by a physician, cadets participate in a variety of calisthenics, sports, and other vigorous physical activity. Periodically, in their quest to progress through the program, cadets take a physical fitness assessment.

Please check the appropriate box to let CAP know that your patient is able to participate in, or is restricted from, these activities.

Not Restricted. Cadet is determined to be in good health and may participate in physical fitness exercises without restriction.

Temporarily Restricted. Medical condition or injury is temporary in nature. Normally, cadets will remain in this category for six months or less.

Indefinitely Restricted. Medical condition or injury is chronic or permanent in nature. Conditions lasting more than six months are considered chronic. The cadet is indefinitely restricted from this activity.

Test Event	Not Restricted	Temporarily Restricted	Indefinitely Restricted
Sit and Reach			
Curl-Ups			
Push-Ups			
Mile Run/PACER			

Please explain the nature of any permanent restrictions.

Are there any other activities this individual is restricted from? Please explain.

The information on this request may be shared with Department of Defense agencies. By submitting this form, the cadet and cadet's parent(s) authorize CAP to discuss the information above with the physician.

Physician's Name:

Physician's Telephone:

Physician's Signature:

Date:

Cadet's Name:

CAPID:

Note: This optional form is intended only for cadets requesting a CPFT waiver when applying for the Spaatz Award. In such cases, attach this completed request to the CAPF 52 or to the memo requesting permission to take the Spaatz Award exams.

NYW Cadets: Attach physician's letter head memo with this form.