



HEADQUARTERS, VIRGINIA WING
CIVIL AIR PATROL
7401 AIRFIELD DR.
RICHMOND, VA 23237-2250



7 January 2015

MEMORANDUM FOR VAWG UNIT COMMANDERS

FROM: VAWG/CC

SUBJECT: Wing Approval for Out-of-State Activities

1. Cadets and senior members wishing to attend activities outside of Virginia Wing must follow the below procedures when seeking Wing Commander approval. These procedures ensure the Commander has enough time and background information on the activity prior to approving the application.
2. When submitting an application for approval, the applicant must provide the following:
 - All documents required by the activity director (e.g., CAPF 31)
 - A description of the activity and which CAP region/wing/unit is sponsoring it
 - Full contact information for where the application should be sent when it is approved along with any special submission procedures
3. Applications must be approved by the applicant's Squadron *and* Group Commander prior to submission to Wing. The approval can be via email if there is no signature block on the form.
4. Activities within MER must be submitted with at least one week notice before the application is due. Activities outside of MER (thus requiring Region approval) must be submitted with at least three weeks' notice.
5. It is the applicant's responsibility to shepherd the application through its approvals and to ensure the appropriate suspense dates are met.
6. This memorandum does not apply to activities whose applications are collected through eServices (national cadet special activities, national cadet competition, etc.)
7. If you have questions about this policy please contact the Wing Director of Cadet Programs, Lt Col Dan Brodsky, at daniel.brodsky@vawg.cap.gov.

James A. Covell

JAMES A. COVEL, Col, CAP
Commander