

**HEADQUARTERS NEW YORK WING
UNITED STATES AIR FORCE AUXILIARY
CIVIL AIR PATROL**

4 November 2008

MEMORANDUM FOR: New York Wing Group Commanders and Cadet Program Officers

SUBJECT: New York Wing Cadet / Color Guard Competition

The 2009 NYW Cadet / Color Guard Competition will be held 21-22 March 2009 or 28 – 29 March. Location is TBD.

Guidelines:

The Cadet / Color Guard competition will be conducted using the following CAP Regulations and Manuals, as guidelines. All participating Cadet and Senior members should be familiar with the following references as they apply to the competition, uniform and conduct. (See the next section for competition study material.)

- CAPM 39-2 CAP Membership
- CAPM 52-4 National Cadet Competition
- CAPR 39-3 Award of Cadet Medals, Ribbons, Etc.
- CAPR 52-10 CAP Cadet Protection Policy
- CAPR 62-1 CAP Safety Responsibilities and Procedures
- CAPR 62-2 Mishap Reporting and Investigation
- CAPR 77-1 Operation and Maintenance of CAP Owned Vehicles
- CAPR 147-1 Exchange Services
- CAPR 160-2 Authorized Medical Care

Study Materials:

All Color Guard and Drill Team participants should be familiar with the contents of the following references as study materials

- CAPM 39-1 Uniform Manual
- CAPM 52-4 National Cadet Competition
- CAPR 52-16 Cadet Program Management
- CAPP 52-18 Cadet Physical Fitness Program
- CAPR 900-2 Civil Air Patrol Seal, Emblem and Flag Etiquette (Color Guard only)
- AFMAN 36-2203 Air Force Drill & Ceremonies Manual
- AFCWI 36-2203 Air Force Academy Drill & Ceremonies Manual (Manual of Arms, Color Guard Only)
- Aerospace Dimensions Modules 1-6
- General knowledge of current aerospace-related events (reference www.space.com)
- Leadership Manual Volume 1, Study material through the Mitchell Award
- General knowledge of current events (reference www.foxnews.com)
- General knowledge of the Civil Air Patrol corporation, history, mission, and organizational structure.
- Additional helpful material is available at the CAP Corporate website.
http://www.cap.gov/visitors/members/cadet_programs/index.cfm?nodeID=6509&audienceID=4

Physical Fitness Requirements:

All cadets must be physically fit to participate in this competition. Cadets with medical problems need a physician's certification and parental consent to participate (no exceptions). All support personnel must be physically able to participate in all aspects of the competition. Please consider this when selecting your senior escorts and support staff.

Uniform Requirements:

Compliance with CAPM 39-1 uniform requirements by senior and cadet members are mandatory throughout the competition. The authorized competition uniform will be as prescribed in the National Cadet Competition manual CAP Manual 52-4 Chapter 2-2 (Color Guard) and Chapter 3-2 (Drill Team). Appropriate athletic clothing will be worn for all athletic events.

Letter of Intent:

The copy of your Group's Letter of Intent is required postmark no later than 15 December 2008. If the Letter of intent for your Group is not received, your Group will be considered as not participating in the competition.

Competition Fee:

The fee for this event is \$100 per Color Guard Team (5 cadets and 2 escorts) and \$200 Per Drill Team (16 cadets and 2 escorts). The fee does not include food or lodging. Instructions for food and lodging will be provided prior to the competition). The Competition Fee is due to New York Wing Headquarters postmark no later than 2 February 2009. Checks/Money orders must be made payable to New York Wing CAP. If the fee for your Group is not received your Group will not be allowed to participate in the competition.

If a team cannot participate and has submitted the competition fees the following refund schedule will be applied:

- Prior to 16 February 2009 100% of the fee will be refunded
- 17 February to 1 March 2009 50% of the fee will be refunded
- After 1 March 2009 No part of the fee will be refunded

Cadet Application:

Each cadet must present a completed typed NYW Form 17c upon check in at the competition. Please ensure that the, Squadron Commander, Group Commander, parent/guardian, and Cadet signs the form. Make certain that all information is clear and correct.

Participation List:

The Competition Participant List (attached) is required to list all team members, senior escorts and support staff. Include the member name, grade, CAPID. SSN, charter number, status (Drill Team, Color Guard, Support or Escort) and gender. The Participant List is Due to New York Wing Headquarters postmark by 2 March 2009.

Key Dates:

15 December 2008	The postmark date for the Group Letter of Intent
2 February 2009	The postmark date for the Group Competition Fee
2 March 2009	The postmark date for the Group Participation List
21-22 March 2009	Cadet / Color Guard Competition
28-29 March 2009	Cadet / Color Guard Competition Alternate dates

Mail / E-mail the Paperwork:

Mail and/or e-Mail the Cadet / Color Guard Competition paperwork to New York Wing Cadet Programs.

New York Wing Headquarters
Westchester County Airport
24 Loop Road, Bldg 1
White Plains, New York 10604-1218
ATTN: Cadet / Color Guard Competition

Fax: 914-683-1005

DO NOT SEND DOCUMENTATION TO NYW HEADQUARTERS WITH SIGNATURE CONFIRMATION! United States Postal Service has Delivery Confirmation available (identifies when a package has arrived but does not require a signature).

If you have any questions, please contact me by email smsamuels@verizon.net, Mobile phone 917-440-5990.

STEPHEN M. SAMUELS, Major, CAP
New York Wing Director of Cadet Programs

Incls

Letter of intent
Participant List

