

4 November 2008

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

SUBJECT: Hawk Mountain Ranger School Application Process

General

The Hawk Mountain Ranger School (HMRS) application process is different from the process defined for National Cadet Special Activities (NCSAs). A Group Level Review board is required to review the Applicant paperwork. Interviewing the applicant is optional. Groups are welcome to interview Cadet and Senior HMRS applicants before approving and forwarding the applications to New York Wing Cadet Programs.

Applications for Cadets and Senior Members must be submitted as per the *Application Preparation and Key Dates* below.

Group Responsibilities

The Group Level Review Boards must review the applicant paperwork to determine if it complies with the requirements of HMRS and has all of the required signatures. A Review Board with an interview is optional for HMRS. Your Group may utilize the NCSA Review Board material if there are plans to interview the applicant. (remember, special activities are rewards for hard work and achievement, make your decision accordingly.)

The tally sheet must be used for each Cadet/Senior who desires to participate in the HMRS.

All Senior Members and Cadets over the age of 18 should complete the Cadet Protection Policy Training course (available at www.caphq.gov, Member Services) prior to submitting applications to NYW Headquarters.

Application preparation (Cadets and Senior Members)

1. All applications for HMRS must be submitted using the CAPF 31 (Typed Preferred).
2. All applications should be reviewed at the group level for compliance with the HMRS requirements (<http://www.pawingcap.com/hawk/summer.htm>).
 - o Current CAP membership
 - o Be at least 13 years of age or graduated the seventh grade
 - o Completed Achievement 1 (Curry Award) (*cadets only*)
 - o Completed Level 1 Orientation Course (*Seniors Only*)
 - o Cadet Protection Policy Training (CPPT) – (*Seniors and Cadets over the age of 18*)
 - o CPFT Category 1
 - o Properly completed CAPF 31 with all required signatures.
 - o Completion of CAPT 116, Emergency Service Questionnaire parts 1&2, FEMA IS-100 ICS & IS-700 NIMS (provide proof of completion).
<http://training.fema.gov/EMIWeb/IS/is100.asp>
3. All applications must be signed by applicant, Parent/Guardian (cadets under 18 years only), Squadron CC, and the Group CC (Adjacent to the Squadron CC signature). Only one copy is required (keep a copy for your records).
4. HMRS Applications will be returned to the originating group if the CAPF 31 is not complete, the application does not have the required signatures or other required documentation.

Key dates (Cadets and Senior Members)

Groups are encouraged to submit HMRS applications to New York Wing Cadet Programs monthly starting 1 February 2009 ending on 22 May 2009. HMRS Applications will be returned to the originating group if received after 22 May 2009.

Mail the Paperwork

Mail the HMRS applications and Tally Sheets 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: HMRS Applications

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

Review Board Questionnaire
Individual Score Sheet
NCSA Tally Sheet