

28 December 2014

Administration

## CAP FORM 31 FOR SPECIAL ACTIVITIES AND OTHER EVENTS

THIS INSTRUCTION PRESCRIBES THE PROCEDURES FOR CADETS SUBMITTING CAP FORM 31'S FOR SPECIAL ACTIVITIES AND OTHER EVENTS, SUCH AS OUT-OF-WING, REGION, AND OUT-OF-REGION CONFERENCES AND TRAINING EVENTS.

### Introduction

The present version of CAPR 52-16 mandates the submission of the CAP Form 31 for Encampments and Special Activities, such as NCSA's and HAA's, but for other events, such as Out-of-Wing, Region, and other Out-of-Region Conferences and Training, it simply leaves the need for a CAPF 31 up to the Cadet's Unit Commander. Therefore, the following instructions are mandatory for all NER cadets as of 1 January 2015:

1. Any Cadet attending an Out-of-Wing or Region event must submit a CAP Form 31 within 14 days of the event which will be approved and signed by the Cadet's Unit Commander, Group Commander and Wing Commander before submitting to the Event Director. A courtesy copy to the Wing DCP and NER DCS/CP to keep them in the loop and ensure that the process is not delayed is recommended.
2. In the case of an Out-of-Region event, in addition to Paragraph 1 above, the CAP Form 31 must be submitted to the NER Director of Administration for approval and signature of the NER Commander before submitting to the Event Director.
3. If a Cadet is to be unaccompanied while participating in any Out-of-Wing, Region, or Out-of-Region event, the CAP Form 31 **will include** a letter from the senior member(s) of the event host Wing or Region taking responsibility for that Cadet during the entirety of the event.

*Cathie Spaulding*, Lt Col, CAP

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NER Director of Administration

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