
CAP-USAF/CC Col George Vogt

To: CAP-USAF
Cc: CAP
Sent: 3 June 2004
Subject: CAP Cadet Week, 4-11 July

LRCCs, et al.,

As you can see in the attached letter, Gen Jumper has designated 4-11 July 2004 as CAP Cadet Week. The purpose is to provide another opportunity for cadets to learn about the Air Force, while showing Air Force support for the program and fostering a closer relationship between CAP and our AF installations. The idea of the program is to have local AF installations invite cadets from nearby units to visit their base. As the letter indicates, visits might include tours of base facilities, installation tours, shadow programs with honor guard or other base personnel, or anything else the base is able to support.

This is an excellent program and I'd like to ensure that CAP-USAF is playing a supportive role. The level of effort by any particular base is at the discretion of the base leadership. A base does not have to plan something for everyday of the week. The ops tempo of some installations may be such that they cannot participate this year at all. Information on this program is being provided to all the CAP units through numerous media: flyers in the "all unit" mail, newsletters, e-mails to wing and region Directors of Cadet Programs, and via the website.

Information on this program is being sent to all Air Force installations through their MAJCOMs, but information doesn't always flow quickly down the command chain. Information will likely spread faster through the CAP information network, perhaps prompting a CAP unit to want to make the first contact. I'll need the help of all CAP-USAF personnel to ensure initial meetings go smoothly and lead to strong relationships. There are a few things you and your extended staffs can do right away to make sure this program is a success:

- Contact the CAP units in your AOR that might want to participate, and establish a CAP-USAF POC they can work with.
- Contact installations in your area to show the CSAF letter, advise them of the program, and perhaps set up a meeting to discuss (the Public Affairs shop would be a good starting point if the wing doesn't have a designated CAP liaison officer appointed).
- Contact info for State Directors will be on the CAP website, so be ready for CAP units to call.
- Seek feedback from the CAP units, and the AF units that participate. Forward that to me and I'll get it to CAP.
- More details are at <http://level2.cap.gov/index.cfm?nodeID=5791>

Keep in mind that this is short notice for CAP units and local installations to put something together. If there are other weeks that might work better for the base and CAP personnel, feel free to steer them to other dates, or set up a series of events. The most important aspect of this inaugural CAP Cadet Week is to make the first contacts and create the relationships that can be strengthened through future interaction. Please let me know if you, your staffs, your CAP units, or your local installations have questions or concerns. Thanks for the help, and keep us posted.

Col V