



CAPR 52-16, 1 October 2006 is supplemented as follows:

1-3i. Added. MNWG Form 7, "Activity Notification & Permission," will be required by unit commanders for cadets younger than 18 for each activity held outside of scheduled meeting times and places listed on the unit CAPF 27. The unit commander or wing staff officer is required to notify the Wing Vice Commander using a MNWG Form 7a of all activities held outside of scheduled meeting times and places listed on the unit CAPF 27.

3-7. Added. Reimbursement of fuel expenses to transport primary wing CAC representatives to wing CAC meetings is available. Corporate vehicles will be reimbursed for fuel, attach fuel receipt to request. Member owned vehicles will be reimbursed at \$0.20 a vehicle mile. There will be no reimbursement of travel mileage for distances less than 50 miles (one way). Requests for reimbursement will be mailed to Minnesota Wing using a MNWG Form 16a and must be postmarked no later than 10 days following the meeting.

4-1g. Added. The Dave H. Matilla Fund, created by the family and friends of a long time supporter of the cadet program, is available to assist Minnesota cadets who have spent personal funds to attend National Special Activities. The following are the application procedures for receiving these funds:

Added. Funds will be dispersed on a "matching" basis. No funds will be dispersed if the cadet has received any other financial or transportation support from either Minnesota Wing, North Central Region, National Headquarters or the United States Air Force. Food and entertainment will not be reimbursed.

Added. The cadet will submit a request in a separate letter with their application for the activity to the Director of Cadet Programs prior to the Minnesota Wing Cadet Activity Selection Board stating his/her progress in the cadet program, the activity, and estimate of travel costs. The Director of Cadet Programs will submit the letter to the Wing Finance Committee within one month after the Selection Board with his/her recommendation.

Added. After the travel, the cadet requesting reimbursement must submit a detailed listing of the costs incurred for travel which must be received by the Wing Finance committee no later than 1 October of the same year the activity was attended. Include all applicable travel receipts, copies of airline tickets, etc.

4-1h. Added. The Howe Fund, is available to assist Minnesota cadets who have completed the Minnesota Wing Flight Academy to continue their flight training through their private pilot license. These funds will be provided as an interest free loan. The following are the application procedures for receiving these funds:

(1). **Added.** The cadet will submit a request in a letter after they have successfully completed the Minnesota Wing Flight Academy through their unit commander to the Director of Cadet Programs. The request will include the amount of the loan requested and a re-payment schedule. If the cadet is younger than 18, the cadet's parents/guardian will also sign the letter. The Director of Cadet Programs will submit the letter to the Wing Finance Committee with his/her recommendation within one month after receipt.

Added. The Wing Finance committee will approve/modify/disapprove the request within one month of receipt. The cadet and his/her parents will sign a loan agreement. The Wing Finance Officer will provide reports as directed by the Finance Committee on the repayment of the loan.

Added. If the cadet falls behind on the repayment of the loan, the Finance Committee can request immediate repayment of the remainder of the loan.

4-5c. Added. Reimbursement of fuel and lodging expenses for the wing drill and color guard competition team to attend the region competition is available. Corporate vehicles will be reimbursed for fuel, attach fuel receipt to request. Member owned vehicles will be reimbursed at \$0.20 a vehicle mile. There will be no reimbursement of travel mileage for distances less than 50 miles (one way). Reimbursement requests will be mailed to Minnesota Wing using a MNWG Form 16a and must be postmarked no later than 10 days following the competition.



MN WING SUPPLEMENT 1
CAPR 52-16
27 March 2010
Cadet Programs
CADET PROGRAM MANAGEMENT

5-6e. Added. Attendance is restricted for cadets age 13 or younger with less than C/SSgt rank, unless they have completed the Minnesota Wing Airman Training School or an approved Encampment Preparatory School.

SUMMARY OF CHANGES: Updated to reflect current command.

THOMAS B THEIS, Col, CAP
Commander