

# **NEC Minutes**

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**National Executive Committee  
Meeting Minutes  
2 – 3 May 2008**

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**Atlanta GA**

# 2 – 3 May 2008

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**OPEN SESSION**

CALL TO ORDER .....	Brig Gen Amy S. Courter, CAP
INVOCATION .....	Ch, Col Charles E. Sharp, CAP
PLEDGE OF ALLEGIANCE .....	Col Reggie L. Chitwood, CAP
ROLL CALL .....	Mr. Don R. Rowland, HQ CAP/EX
NATIONAL COMMANDER REMARKS .....	Brig Gen Amy S. Courter, CAP
EXECUTIVE DIRECTOR REMARKS .....	Mr. Don R. Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS .....	Col Russell D. Hodgkins, Jr., USAF

**NATIONAL EXECUTIVE COMMITTEE**

Brig Gen Amy S. Courter, CAP .....	Interim National Commander
Brig Gen Amy S. Courter, CAP .....	National Vice Commander
Col Reggie L. Chitwood, CAP .....	National Chief of Staff
Col Fredric K. Weiss, CAP .....	National Finance Officer
Col Andrew K. Worek, CAP .....	National Legal Officer
Col Rodney F. Moody, CAP .....	National Controller
Col Robert Diduch, CAP .....	Northeast Region Commander
Col Charles S. Glass, CAP (Interim) .....	Middle East Region Commander
Col Charles L. Carr, Jr., CAP .....	Great Lakes Region Commander
Col James M. Rushing, CAP .....	Southeast Region Commander
Col Steven W. Kuddes, CAP .....	North Central Region Commander
Col Joseph C. Jensen, CAP .....	Southwest Region Commander
Col Russell E. Chazell, CAP .....	Rocky Mountain Region Commander
Col Ernest C. Pearson, CAP .....	Pacific Region Commander

**Non-voting members:**

Col Russell D. Hodgkins, Jr., USAF .....	CAP-USAF Commander
Col James F. Linker, CAP .....	CAP Inspector General
Ch, Col Charles E. Sharp, CAP .....	Chief of Chaplain Services

**CORPORATE TEAM**

Mr. Don R. Rowland	Executive Director
Mr. Mark H. Richardson, III	Assistant Executive Director
Mr. Johnny F. Dean, Jr.	Director, Logistics & Mission Resources
Ms. Susan K. Easter	Chief Financial Officer
Mr. Marc D. Huchette	Director, Public Awareness & Membership Development
Mr. Larry D. Kauffman	Director, Fleet Management
Mr. James L. Mallett	Director, Educational Programs
Mr. Gordon W. Odell Jr.	General Counsel
Mr. John A. Salvador	Director, Missions

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**CONSENT AGENDA ITEM – 1a**

**PM**

**Action**

**SUBJECT: Approval of November 2007 NEC Minutes  
CAP/CC – Brig Gen Courter**

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**INFORMATION BACKGROUND:**

The minutes of the November 2007 National Executive Committee meeting were distributed in draft form. This allowed the National Board members a chance to review the minutes for any discrepancies.

See **Attachment 1** for the November 2007 NEC Minutes.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the November 2007 NEC minutes.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**DCS / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NEC ACTION:**

**COL CHAZELL/RMR MOVED and COL GLASS/MER seconded the PROPOSED NEC ACTION**

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Remove the word "DRAFT" from the Minutes.

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**CONSENT AGENDA ITEM – 1b**

**ED**

**Action**

**SUBJECT: Dues Increase for SER  
SER/CC – Col Rushing**

Author: Col Rushing

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**INFORMATION BACKGROUND:**

Southeast Region has charged \$5.00 per year for Officers and \$1.00 per year for Cadets for several years. This is consistent with most other regions. A heavy drain of financial resources over the last few years has significantly depleted reserves.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the proposed increase of dues for Southeast Region Officers from \$5.00 per year to \$7.00 per year effective with the beginning of FY09.

**ESTIMATED FUNDING IMPACT:**

Approval of this item will have no effect on Corporate Funds or Appropriated Funds.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

No comment.

**CAP-USAF HEADQUARTERS' COMMENTS:**

No comments.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NEC ACTION:**

**COL CHAZELL/RMR MOVED and COL GLASS/MER seconded** that the National Executive Committee approve the proposed increase of dues for Southeast Region Officers from \$5.00 per year to \$7.00 per year effective with the beginning of FY09, and increase Rocky Mountain Region Officers dues from \$5.00 to \$6.00, and Rocky Mountain Region Cadets dues from \$1.00 to \$2.00 effective 1 Oct 2008.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy change.

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**CONSENT AGENDA ITEM – 1c**

**ED**

**Action**

**SUBJECT: Legislative Membership in CAP (CAP Form 12L)**

**Author: Col Charles**

**CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

The CAP captures limited information on our Legislative Membership at the national or local level. Recording additional information concerning legislative positions and appointment/election dates will give us the ability to send vital information to these members as well as give us the ability to seek out those who may be in specific positions to help us achieve our national goals and objectives.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the addition of a CAP Form 12L, *Application for Legislative Membership in Civil Air Patrol*, and authorize the NHQ Staff to capture additional data on legislative members at the federal and local level.

See **attachment 2** for CAP Form 12L example.

**ESTIMATED FUNDING IMPACT:**

Minor modifications to the membership system will be needed to allow the recording of this additional information but it can be done within the current funding.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

HQ CAP/ED: Suggest the new form become mandatory 1 October 2008 concurrent with the beginning of FY09 to allow sufficient time to publicize this change to the field and make the necessary changes to the database.

**CAP-USAF HEADQUARTERS' COMMENTS:**

No comments.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Legislative Affairs Advisor and Senior Advisor/Support concur.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 20-3, *Charters and Other Organization Actions*

**NEC ACTION:**

**COL CHAZELL/RMR MOVED and COL GLASS/MER seconded the PROPOSED NEC ACTION**

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### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 20-3, Charters and Other Organization Actions.

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**CONSENT AGENDA ITEM – 1d      ED      Action**

**SUBJECT: Transfer of Duties Responsibilities (CAP Form 2a)**

Author: Col Charles

**CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

The CAP Form 2a has contained a statement on the reverse side for a “Transfer of Property Responsibility” for supply and logistics officers. This evolved from changes to CAPR 67-1 many years ago. The importance of ethics and fiduciary responsibility is critical to every duty position with CAP. These issues are being built into every educational program in our organization. When job duties change it is important that the outgoing officer and incoming officer to that duty position have obligations to ensure the orderly transfer of records, assets, and information critical to that duty assignment. It is more than just an interest item for logistics. It is vital across the spectrum of duties within our organization.

See **attachment 3** for the draft CAP Form 2a.

On the draft CAP Form 2a the “Transfer of Duties and Responsibilities” has been modified to include all duty positions with signature blocks added for both the incoming and outgoing duty officers.

Assignment of duty positions can also be handled electronically through eservices. In those instances the “transfer of duties and responsibilities” statement will be emailed to the members concerned to ensure they comply.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the adoption of a policy of “Transfer of Duties and Responsibilities” for all duty assignments within CAP and direct NHQ Staff to make the changes needed in regulations, procedures, and on the CAP Form 2a.

**ESTIMATED FUNDING IMPACT:**

The revision to the form itself will not require any additional funding since forms are available from the website on an as-needed basis. Updating the online system to send the email statement can be accomplished within the current funding.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

HQ CAP/ED: Suggest the new form become mandatory 1 October 2008 concurrent with the beginning of FY09 to allow sufficient time to publicize this change to the field and make the necessary changes to the database.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

Concur.

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### **ADVISOR / NATIONAL STAFF COMMENTS:**

Member Affairs Advisor and Senior Advisor/Support concur.

### **REGULATIONS AND FORMS AFFECTED:**

CAP Form 2a.

### **NEC ACTION:**

**COL KUDDES/NCR MOVED and COL CHAZELL/RMR seconded the PROPOSED NEC ACTION**

There was a request to ensure that the directions allow for substitute signatory on the outgoing officer. Also, if the outgoing person is not available, there would be a notation to that effect.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAP Form 2a.

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**CONSENT AGENDA ITEM – 1e**

**FM**

**Action**

**SUBJECT: Construction Request for Martinsburg Composite Squadron**

**Author: Col Moore**

**MER/CC – Col Glass**

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**INFORMATION BACKGROUND:**

WVWG requests NEC approval of a proposed facilities project at the Martinsburg, WV Airport. This request is made per CAPR 70-1, Section D, paragraph 5-2.c. The project will include improvements to a hangar at the airport. These improvements will include construction of offices and classrooms, along with space for aircraft and vehicle storage. The West Virginia Wing and the Martinsburg Composite Squadron have secured \$58,000 in funding to complete this project. A complete information package addressing the requirements of paragraph 5-2.c. will be submitted under separate cover prior to the NEC Meeting.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the proposed facilities improvement project, as per the requirements of CAPR 70-1, Section D, paragraph 5-2.c, which requires NEC approval of projects estimated to exceed \$25,000 in cost.

**ESTIMATED FUNDING IMPACT:**

No funding impact to the CAP Corporation. Funds have been secured by the West Virginia Wing and the Martinsburg Composite Squadron.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Information packaged reviewed and found to be in overall compliance with CAPR 70-1 and furthermore, HQ CAP/GCA approves as to legal form.

**CAP-USAF HEADQUARTERS' COMMENTS:**

No comments.

**ADVISOR / NATIONAL STAFF COMMENTS:**

To be determined at Finance Committee meeting.

**REGULATIONS AND FORMS AFFECTED:**

None.

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### NEC ACTION:

**COL CHAZELL/RMR MOVED and COL GLASS/MER seconded** that the National Executive Committee approve the WV Wing Martinsburg Airport facilities improvement project, as per the requirements of CAPR 70-1, Section D, paragraph 5-2.c., which requires NEC approval of projects estimated to exceed \$25,000.00 in cost.

### THE MOTION CARRIED

FOLLOW-ON ACTION: Notification of approval of funds for this project.

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**AGENDA ITEM - 2**

**ED**

**Action**

**SUBJECT: 50 Year Members  
PCR/CC – Col Pearson**

**Author: Col Pearson**

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**INFORMATION BACKGROUND:**

Requirement for Fifty Years of Service – CAPR 39-2, *Civil Air Patrol Membership*, 16 June 2004, paragraph 7-4 currently reads:

Fifty-Year Members. “Individuals who have served 50 years *continuous* service in the Civil Air Patrol are eligible for free membership. Individuals reaching this milestone must have their service verified by the wing commander and a letter sent to National Headquarters. At that time the individual’s membership record will be annotated to show an indefinite renewal date and a new membership card will be issued. These members continue to receive all the benefits of regular active senior membership and are entitled to all rights and privileges”.

At the March 2006 National Board meeting, CAP National Headquarters had no objections to this item, but noted that HQ had no way of tracking non-continuous membership data for people this might affect. If required to track future breaks in service, an upgrade to the current HQ membership system would be required. CAP-USAF had no comments. A substitute motion made by the MER/CC, “to recognize members with 50 years of *non-continuous* service with a 50 year plaque and certificate, but not award them with free membership,” passed.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve removing the word “*continuous*” from CAPR 39-2, paragraph 7-4.

Fifty years, regardless of how accumulated, is still 50 years, and to differentiate an award between 50 years continuous and 50 years non-continuous service is not only arbitrary, but inequitable. Further, those individuals with 50 years non-continuous service are NOT identified in the NHQ data base as 50-year members, but still shown as senior members. This is due to computer programming which triggers the production of a membership card showing an indefinite renewal date. Verification of 50 years of service, whether continuous or non-continuous, will remain the responsibility of the member’s wing or region commander and must be documented.

**ESTIMATED FUNDING IMPACT:**

Cost of duplicate plaques will be eliminated when a 50-year non-continuous member achieves, and requests, 50 year continuous status. At this time it is impossible to determine how many members this will affect, and thus how much of an impact there will be on dues not received by NHQ. However, new ID cards are anticipated.

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### **CAP NATIONAL HEADQUARTERS' COMMENTS:**

HQ CAP/ED concurs.

### **CAP-USAF HEADQUARTERS' COMMENTS:**

No comments.

### **ADVISOR / NATIONAL STAFF COMMENTS:**

Member Affairs Advisor and Senior Advisor/Support concur.

### **REGULATIONS AND FORMS AFFECTED:**

CAPR 39-2, *Civil Air Patrol Membership*.

### **NEC ACTION:**

**COL PEARSON/PCR MOVED TO SUBSTITUTE and COL CHITWOOD/CS seconded** that the National Executive Committee approve removing the word "continuous" from CAPR 39-2, paragraph 7-4, and as changed would read: "Individuals who have served 50 years in the Civil Air Patrol are eligible for free membership. Individuals reaching this milestone must have their service verified by the wing commander and a letter sent to National Headquarters. At that time the individual's membership record will be annotated to show an indefinite renewal date and a new membership card will be issued. These members continue to receive all the benefits of regular active senior membership and are entitled to all rights and privileges."

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to paragraph 7-4, CAPR 39-2, Civil Air Patrol Membership

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**AGENDA ITEM - 3**

**ED**

**Action**

**SUBJECT: Civil Air Patrol AE Teacher of the Year Award**

**Author: Col Murrell**

**GLR/CC – Col Carr**

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**INFORMATION BACKGROUND:**

Following the untimely death of A. Scott Crossfield, the Crossfield Family elected to move the hosting and sponsorship of the A. Scott Crossfield Aerospace Education Teacher of the Year Award to the National Aviation Hall of Fame.

Recognizing dedicated teachers for outstanding accomplishments in Aerospace Education for youth has been a long and worthy function of the Civil Air Patrol's Aerospace Education Mission. Though the name of this award will change, it is extremely important for Civil Air Patrol to continue the tradition established by Crossfield and spotlight those member teachers who have had the ability and the desire to ignite the passion of Aerospace Education in today's youth.

As with the Crossfield Award, the CAP Aerospace Education Teacher of the Year Award would be a National Level award open to any member of CAP who is a certified teacher. The award criteria are attached to this agenda item. (Note: The Crossfield Teacher received a \$1,000 cash stipend, free room and free registration/banquet to the National Conference on Aviation and Space Education (NCASE). A sponsor will be solicited to support and continue these traditional aspects of the award at the Summer National Board.) CAP's contribution to the award would be a commemorative plaque such as those currently received by the Bud Payton Public Affairs Officer of the Year, the Jack Sorenson Cadet Program Officer of the Year, the Norm Edwards Counterdrug Officer of the Year, and the Logistician of the Year.

If this agenda item is approved, the first CAP Aerospace Education Teacher of the Year Award would be presented at the 2009 Summer National Board.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve "The Civil Air Patrol Aerospace Education Teacher of the Year Award" and suggested criteria.

**ESTIMATED FUNDING IMPACT:**

Approximately \$50 to cover the cost of the plaque.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

HQ CAP/ED concurs.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

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### **ADVISOR / NATIONAL STAFF COMMENTS:**

Aerospace Education Advisor and Senior Advisor/Support concur.

### **REGULATIONS AND FORMS AFFECTED:**

CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*; CAPP 15, *Aerospace Education Officers' Handbook*; CAPP 115, Teacher of the Year Nomination form.

### **NEC ACTION:**

**COL CARR/GLR MOVED and COL PEARSON/PCR seconded** that the National Executive Committee approve "The Civil Air Patrol Aerospace Education Teacher of the Year Award" and suggested criteria, effective with the 2009 Summer National Board.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*; CAPP 15, *Aerospace Education Officers' Handbook*; CAPP 115, Teacher of the Year Nomination form.

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### The Civil Air Patrol Aerospace Education Teacher of the Year Award

A. Scott Crossfield was a devoted supporter of both Civil Air Patrol and Aerospace Education. The annual AE Teacher of the Year Award that bears his name was created to recognize dedicated teachers for outstanding accomplishments in the teaching of Aerospace Education to their students. The Civil Air Patrol AE Teacher of the Year Award (CAP Teacher Award) will continue the tradition he so nobly established.

**Purpose:** Civil Air Patrol Aerospace Education Teacher of the Year Award is a national level award being established to recognize and reward any Civil Air Patrol member who is a certified teacher for outstanding accomplishments in Aerospace Education and for possessing those honorable attributes we expect from American teachers.

**Award Elements:** As with the Crossfield Teacher Award, depending on sponsor(s), the recipient will receive a \$1,000 cash stipend, free room and registration/banquet to the Summer National Board meeting, where the award will be presented. Every effort will be made to locate and solicit a sponsor(s) to continue the Crossfield traditional award benefits. Additionally, CAP's contribution to the award would be a commemorative plaque such as those currently received by the Bud Payton Public Affairs Officer of the Year, the Jack Sorenson Cadet Program Officer of the Year, the Norm Edwards Counterdrug Officer of the Year, and the Logistician of the Year.

**Qualifications:** Nominees must be Civil Air Patrol members and certified classroom teachers from grades kindergarten through twelfth from any public, private, or parochial school. Nominees must either teach aerospace education\* as a subject or use aerospace education to enrich the teaching of traditional subjects. Although the CAP Teacher Award is an annual award presented to a teacher, the accomplishments of the nominee need not be limited to the year for which the award is given. The award recognizes dedicated and talented aerospace education teachers who:

1. Set high standards for students and demand excellence in student performance.
2. Strive to improve their personal academic competence and teaching ability.
3. Perform their teaching duties in an exemplary manner, resulting in admiration by students.
4. Demonstrate creativity in developing and utilizing materials to enhance the teaching of aerospace.
5. Maximize student involvement and classroom activities to improve student learning or create and develop a one-time project or program for such significance that it has a major impact on the teaching of aerospace education.

\* Aerospace education is that branch of general education concerned with communicating knowledge, skills and attitudes about aerospace activities and the total impact of air and space vehicles upon society.

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**AGENDA ITEM - 4**

**ED**

**Action**

**SUBJECT: CAP Aerospace Education Officer (AEO) of the Year Award**

**Author: Col Murrell**

**GLR/CC – Col Carr**

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**INFORMATION BACKGROUND:**

A number of vital mission and duty performance awards are presented annually to deserving members at the Summer National Board Meeting. They include, but are not limited to, Chaplain; Communicator; Public Affairs; Safety Officer; and the like.

In an effort to reward outstanding performance in aerospace education by AE officers assigned duties at the squadron, group, wing or region levels, and as a means to promote greater participation in the Aerospace Education Mission, it is fitting that we add the CAP AEO of the Year to those existing awards.

If this agenda item is approved, the first-ever CAP AEO of the Year Award would be presented at the 2009 Summer National Board.

The award criteria and selection process is provided as an addendum to this agenda item.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve “The Civil Air Patrol Aerospace Education Officer of the Year Award” and suggested criteria.

**ESTIMATED FUNDING IMPACT:**

Approximately \$50 for the commemorative plaque.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

HQ CAP/ED concurs.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

Concur.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Aerospace Education Advisor and Senior Advisor/Support concur.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*, CAPP 15, *Aerospace Education Officers’ Handbook*; CAPP 115, *AEO of the Year Nomination form*.

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### NEC ACTION:

**COL CARR/GLR MOVED and COL RUSHING/SER seconded the PROPOSED NEC ACTION**

There was clarification that the selection criteria will be adjusted for the right process.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 280-2, Civil Air Patrol Aerospace Education Mission; CAPP 15, Aerospace Education Officers' Handbook; CAPP 115 AEO of the Year Nomination form.

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### The Civil Air Patrol Aerospace Officer of the Year Award

**Purpose:** To recognize and reward outstanding performance in aerospace education by CAP AE officers assigned duties at the squadron, group, wing or region levels.

**Qualifications:**

**Service:** At least one year of service as an AEO at any level (squadron, group, wing or region).

**Specialty Track 215 Rating:** Senior or Master.

**AEPSM:** Earned Yeager Award and promoted completion of the Yeager Award by others.

**Efforts to promote AE programs:** AEX Award, CAP Model Rocketry, Fly-A-Teacher, AEO Workshops, AEM Recruiting, Cadet AE Program, CAP AE Newsletter, *Volunteer* Magazine, CAP Teacher of the Year, Brewer Awards, AFA Grants, etc.

**Narrative description of the nominee's overall contributions:** Explaining why this officer's contribution is significant.

**Award Element:** A commemorative plaque presented at the Summer National Board meeting.

**Selection Process:** The nominations will be forwarded through the chain of command to National Headquarters which will convene a CAP AEO of the Year selection committee. Nomination deadlines are as follows: 15 Jan - unit nomination due to wing; 15 Feb - wing nomination due to region; 15 Mar - region nomination due to National Headquarters.

**Nominations may not be sent directly to National Headquarters.**

**Nomination form:** The nomination form should be electronic in the format seen above under "Qualifications."

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**AGENDA ITEM - 5**

**ED**

**Action**

**SUBJECT: Wear of Hawk Mountain and Blue Beret Uniform Items**

**Author: Ms. Parker**

**CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

In August 2006 the National Board approved a motion to authorize members attending Blue Beret and Hawk Mountain to wear any awarded uniform items or headgear with the BDUs or CAP field uniform. Since that time, there has been some confusion over which items are actually “earned” and what was actually intended by this action. The issue has been further complicated by the fact that badges and devices worn on Air Force-style uniforms, including the woodland green BDUs, must be approved by the Air Force.

The Hawk Mountain activity “awards” orange hats, orange t-shirts, and ranger tabs, as well as color-coded scarves and pistol belts. The Blue Beret activity awards the beret and the hat device.

**PROPOSED NEC ACTION:**

That the National Executive Committee codify the previous National Board action and request Air Force approval to authorize the following items for wear with the BDU and field uniforms only.

**Hawk Mountain Items**

Orange baseball cap – Worn with black squadron numerals. Permanent staff members will wear the orange hat with red keystone. Expert Rangers will wear the hat with the black keystone. Cadet and senior member officers wear cloth grade insignia on the keystone when wearing the BDU uniform. Metal or cloth grade insignia may be worn when wearing the CAP distinctive blue field uniform.



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Ranger tabs – Only one tab may be worn centered immediately above the Civil Air Patrol tape.



Special Activity Patch – worn centered on the lower portion of the left breast pocket. The “Staff” rocker may also be worn immediately below the patch.



Orange t-shirts, color-coded scarves and pistol belts will not be worn away from the activity.

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### Blue Beret Items

The standard AF blue beret with the Blue Beret activity hat device may be worn with the BDU or the CAP distinctive blue field uniform. The Special Activity Patch will be worn on the lower portion of the left breast pocket.



### ESTIMATED FUNDING IMPACT:

None.

### CAP NATIONAL HEADQUARTERS' COMMENTS:

No comment.

### CAP-USAF HEADQUARTERS' COMMENTS:

If approved by NEC, will require Air Staff approval.

### ADVISOR / NATIONAL STAFF COMMENTS:

### REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *CAP Uniform Manual*.

### NEC ACTION:

**COL CHITWOOD/CS MOVED and COL CARR/GLR seconded** the PROPOSED NEC ACTION. The uniform items were identified: (a) Hawk Mountain: Orange baseball cap, Ranger tabs, Special Activity patch, and (b) Blue Beret: Standard Air Force Blue Beret with the Blue Beret Activity hat device and Special Activity patch.

**COL CHAZELL/RMR MOVED TO AMEND and COL KUDDER/NCR seconded** the amendment to allow immediate wear of the items as discussed in the agenda item on CAP distinctive utility uniforms.

### THE MOTION TO AMEND CARRIED

**THE AMENDED MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of immediate wear of identified uniform items on CAP blue field uniform, notification to the field, and change to CAPM 39-1, CAP Uniform Manual. Also, NHQ staff request Air Force approval to wear identified uniform items on Air Force-style uniforms.

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**AGENDA ITEM - 6**

**ED**

**Action**

**SUBJECT: Legislative Liaison/Government Relations Officers**

**Author: Col Gagliardi**

**NER/CC – Col Diduch**

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**INFORMATION BACKGROUND:**

CAPR 35-5, CAP Officer and Noncommissioned Officer Appointments and Promotions, provides for promotion to the grade of lieutenant colonel for any individual appointed to serve as the Wing Legislative Liaison/Government Relations Officer. There is no requirement or incentive for these individuals to progress through the established professional development program. It would be reasonable for CAP to assist them with their development.

**PROPOSED NEC ACTION:**

That the National Executive Committee institute a policy to require Legislative Liaison Officers to show progression in their professional development in each 12-month period. Failure to meet this requirement would result in a change of grade to that appropriate of their existing level of professional development or the grade held prior to this special promotion action.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

HQ CAP/ED Comments: The National Board or NEC, as appropriate, determines professional development criteria for promotions. If this agenda item is approved, applicable regulations will be updated. (Note: Professional development data for Legislative Liaison/Government Relations Officers are as follows: 27 assigned; 1 has no training recorded; 12 have Level I only; 6 have completed Level III; 7 have completed Level IV; 1 has completed Level V.)

**CAP-USAF HEADQUARTERS' COMMENTS:**

The intent of this policy seems incongruent with existing policy. If the intent of giving Wing Legislative Liaison/Government Relations Officers special promotion to Lieutenant Colonel is to ensure they represent their Wings adequately at state level meetings, then the notion of reducing their rank after appointment seems at cross purposes to this intent.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Member Affairs Advisor and Senior Advisor/Support concur.

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### REGULATIONS AND FORMS AFFECTED:

CAPR 35-5, CAP Officer and NCO Appointments and Promotions.

### NEC ACTION:

**PART I:** Requirement for all Temporary Lt Col Promotions to Permanent Lt Col

**COL DIDUCH/NER MOVED and COL KUDDER/NCR seconded** that the National Executive Committee require approval to convert from a temporary grade of Lt Col to a permanent grade of Lt Col at the conclusion of the first year. At the end of the first year there will be a review to ensure that the permanent grade will not occur without the concurrence of the commander.

### TABLED WITH CONSENSUS OF NEC MEMBERS

**COL JANSEN/SWR MOVED and COL DIDUCH seconded** to bring this item from the table

### THE MOTION TO BRING FROM THE TABLE CARRIED

The original motion was withdrawn and the following substitute motion was made:

**COL JANSEN/SWR MOVED and COL GLASS/MER seconded** that the National Executive Committee approve a policy, effective 1 October 2008, that all Lt Col promotions require specific approval from the promotion authority prior to conversion to a permanent promotion.

### THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 35-5, CAP Officer and NCO Appointments and Promotions

**PART II:** Requirement to Show Progression in Professional Development

**COL DIDUCH/NER MOVED and COL PEARSON/PCR seconded** the PROPOSED NEC ACTION

**COL WEISS/NFO MOVED TO POSTPONE and COL JANSEN/SWR seconded** the postponement and refer for committee recommended action with a report back to the NEC.

### THE MOTION CARRIED

FOLLOW-ON ACTION: Refer to committee and include in the (Nov 08 NEC agenda).

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The National Commander noted that the Legislative Liaison/Government Relations members are in a unique category of being at a level where they can receive a promotion all the way up to the grade of Lt Col, as opposed to other areas.

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**AGENDA ITEM - 7**

**PM**

**Action**

**SUBJECT: Membership Application/Oath of Application**

**Author: Col Charles**

**CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

The CAP Form 12, Application for Senior Membership, has not been updated for 5 years. In that time many changes have taken place within the organization that requires us to reexamine that document. The CAP Ethics Policy and other advances instituted over the last few years have resulted in this form being outdated. In the new membership application presented with this agenda item the Oath of Membership has been updated, as well as a statement that the commander has introduced the applicant to these key areas of concern and appointed a mentor has been added. Proposed change is shown below:

***To be completed by unit commander:** I certify that the applicant has been briefed on the Core Values, Ethics Policies, Safety Policies, and that I have fully reviewed the OATH OF MEMBERSHIP (on reverse) with the potential new member. I further certify that a mentor has been assigned to assist this member in their orientation and training. Membership becomes effective when this application is approved and processed by National Headquarters.*

On the reverse side, major changes have been made to the Oath of Membership. These changes include the addition of ETHICS, CORE VALUES, and SAFETY into the oath. It further requires the potential member to comply with the contents of the oath and sign in the presence of a witness.

Our National Educational Programs Directorate is building all of these items into every level of Professional Development for our members. It is critical to our success to include these items in the original document that starts the membership journey in CAP. It is also recommended that members be required to reconfirm their adherence to the Oath of Membership at the time of their membership renewal. This can be accomplished by adding the oath to the renewal reminder as well as the online renewal screen.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the new CAPF 12, *Application for Senior Membership* along with the new Oath of Membership. Also approve the requirement for renewing members to reconfirm their adherence to the oath upon membership renewal and record this information in the member's record.

See **attachment 4** for draft CAP Form 12.

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**ESTIMATED FUNDING IMPACT:**

The revision to the form itself will not require any additional funding since forms are available on the website on an as needed basis. Updating the membership system to record the adherence to the oath can be accomplished within the current funding.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

HQ CAP/ED: Suggest the new form become mandatory 1 October 2008 concurrent with the beginning of FY 09 to allow sufficient time to publicize this change to the field and make the necessary changes to the database.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Member Affairs Advisor and Senior Advisor/Support concur.

**REGULATIONS AND FORMS AFFECTED:**

CAP Form 12.

**NEC ACTION:**

**COL CHITWOOD/CS MOVED and COL CHAZELL/RMR seconded the PROPOSED NEC ACTION**, effective 1 October 2008 (Revised CAP Form 12 attached). See attachment \_\_\_\_.

**COL CHAZELL/RMR MOVED TO AMEND** (there was no second) to state that the "Oath of Membership" be revalidated at each membership renewal.

Following discussion, the amendment was withdrawn with the understanding that the "Oath of Membership" revalidation guidance is included in the renewal process.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and revision of CAP Form 12. Inclusion of "Oath of Membership" revalidation guidance included in the renewal process.

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**AGENDA ITEM - 8**

**LG**

**Action**

**SUBJECT: Vehicle Maintenance  
SWR/CC – Col Jensen**

**Author: Col Smith**

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**INFORMATION BACKGROUND:**

Aircraft preventive, scheduled and unscheduled maintenance costs are paid from appropriated O&M dollars received through the Air Force. Yet ground vehicle maintenance costs are largely passed on to the vehicle custodians, with the exception of some major repairs and tires (not including a spare tire, which is required, but a wing responsibility). In those units without a source of funding, despite the fact that CAPR 77-1 specifies this as a unit responsibility, preventive and unscheduled maintenance is often ignored because of lack of funds. A recent example of this situation was a 1991 Chevrolet van that required \$935 of repair work, yet CAP/MX would only authorize \$300 for the repair. The unit did not have \$635 so the vehicle sat idle for an extended period of time until the situation came to the attention of the wing commander. Assessing a cost per mile fee for corporate vehicle utilization on AF assigned and corporate missions would create a maintenance fund just like aircraft maintenance. A fee of 5 cents per mile would generate \$500 if a vehicle was driven 10,000 miles in a year.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve a change to CAPR 77-1, CAPR 173-3, and other CAP publications to fund vehicle preventive and unscheduled maintenance in a manner similar to that used for aircraft maintenance.

**ESTIMATED FUNDING IMPACT:**

Estimated funding impact is unknown, but could be determined through a review of transportation industry studies. I would estimate several hundred thousand dollars. Although not based on a scientific study, 900 vehicles at \$500 per year would equate to \$450,000. Not all of the expense would be paid by appropriated dollars. Some of this would be offset by payments from customers on corporate missions and by the units using the vehicle for local activities, similar to how we charge for aircraft utilization now. Some wings receive state funding that might be used in place of the cost-per-mile system. There are potential savings through regular preventive maintenance avoiding large repair bills and additional cost avoidance could be achieved through a nationwide consolidated vehicle maintenance contract with a commercial organization such as Walmart, Expert Tire, Sears, or Firestone that has a vehicle repair component; or an automobile dealership such as Ford or GM.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

A shortfall in funding for vehicle maintenance is reality and a situation aggravated further by the age of our fleet. Current appropriations, when allocated between 925 driven vehicles, allows for approximately \$430 per unit, annually. National Headquarters annually submits an unfunded requirement for additional appropriations to support scheduled and

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routine vehicle maintenance. To date, it remains unfunded. CAPR 77-1 states that routine maintenance and funding is the responsibility of the wing. Routine maintenance includes, but is not limited to, a uniform schedule of preventive maintenance performed in accordance with manufacturer and state guidelines. Maintenance other than routine is funded by National Headquarters and is evaluated for reimbursement on a case-by-case basis. Determining factors are vehicle age, condition, mileage, type and availability of funds. Additional funding, from any source, would lessen the burden on our wings and would, most likely, help to avoid costly future repairs.

CAP/MX has pursued minor maintenance agreements through major chains and has received some discount offers. A significant obstacle to implementing this type of agreement is that in order to offer repair at a discount, service providers require single invoice billing. Given current accounting and audit guidelines, this method of billing would be insupportable.

### **CAP-USAF HEADQUARTERS' COMMENTS:**

CAP-USAF supports proper maintenance of Air Force appropriated funded CAP vehicles to ensure safe operation and maximum service life. However, in the current fiscal climate, it is highly unlikely CAP will be able to secure additional Air Force O&M funds for vehicle maintenance. Thus, CAP will have to fund vehicle maintenance at the expense of other expenses supported with Air Force appropriated funds.

### **ADVISOR / NATIONAL STAFF COMMENTS:**

National Controller concurs with concept.

### **REGULATIONS AND FORMS AFFECTED:**

CAPR 77-1, *Operation and Maintenance of CAP Vehicles*; CAPR 173-3, *Payment for Civil Air Patrol Support*.

### **NEC ACTION:**

**COL JENSEN/SWR MOVED and COL CARR/GLR seconded** that the National Executive Committee endorse the concept of funding vehicle preventive and unscheduled maintenance in a manner similar to that used for aircraft maintenance, and refer to the National Headquarters staff to work out the details of the program, with notification to the wings, as funds are available, but with no assessment.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: National Headquarters staffing and action

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**AGENDA ITEM - 9**

**LG**

**Action**

**SUBJECT: Modification to FEMA Trailers**

**Author: Col Rushing**

**SER/CC – Col Rushing**

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**INFORMATION BACKGROUND:**

CAP was able to acquire several surplus travel trailers from FEMA as a result of overages from the Hurricane Katrina recovery efforts. A policy was established at the time which prohibited any modifications to the trailers. The original intent was to maintain them for overnight lodging purposes. Subsequent environmental issues have resulted in them not being useful for the purpose originally intended. Several wings have indicated an intent to turn their allotment of trailers in to DRMO since they are unable to use them for their original intent and are unable to make any modifications.

**PROPOSED NEC ACTION:**

**A.** That the National Executive Committee approve a policy allowing each Region Commander discretionary authority to approve modifications to the travel trailers to allow them to be used as mobile command posts, communications areas, etc. Each Region Commander will be required to establish a Travel Trailer Modification Review Committee to review proposed changes to ensure that the modifications increase the ability of the vehicle to support the mission of the Wing or Region, and that no structural changes are made.

**B.** That the National Executive Committee approve National Headquarters establishing a formaldehyde testing procedure for overnight stay or extended usage.

**ESTIMATED FUNDING IMPACT:**

No appropriated funds would be required as each wing would bear the financial responsibility of any modifications and testing after approved by the Region Review Committee.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

HQ CAP/LG concurs. Request that any discussion include an objective evaluation of liability issues associated with allowing overnight stays or prolonged usage.

FEMA and the Center for Disease Control are working toward establishing a standard for formaldehyde levels for future FEMA trailers that will match the average levels found in a modern home. That limit is expected to be 16 parts per billion.

**CAP-USAF HEADQUARTERS' COMMENTS:**

CAP-USAF comments pending coordination with DRMS.

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**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor/Support concurs.

**REGULATIONS AND FORMS AFFECTED:**

**NEC ACTION:**

AGENDA ITEM 9, ITEM A, Modifications to Trailers.

**COL RUSHING/SER MOVED and COL CARR/GLR seconded the PROPOSED NEC ACTION**

There was Air Force clarification that the trailers could be modified only to the extent that they could be returned to their original state before turning them back into GSA.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification the field, and establishment of Travel Trailer Modification Review Committees.

AGENDA ITEM 9, ITEM B, Modification to FEMA Trailers (Formaldehyde Testing Procedure)

**COL RUSHING/SER MOVED and COL WEISS/NFO seconded the PROPOSED NEC ACTION**

There was clarification that the organization will adopt a procedure that is based essentially on government standards that are already available.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of recommended procedure

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**AGENDA ITEM - 10**

**MD**

**Action**

**SUBJECT: Air National Guard Unmanned Aircraft Systems (UAS) Chase Test**  
**Author: Mr. Salvador CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

The Air National Guard (ANG) has offered CAP the opportunity to participate in their Unmanned Aircraft Systems (UAS) chase mission. The FAA requires UAS' operating in the National Airspace System to have a chase aircraft assist with traffic avoidance. The mission would be to chase the UAS to/from restricted use airspace and return. The ANG feels this is a mission that is ideally suited for CAP because the average speed of the UAS is 80 KIAS. The ANG proposes that the chase flights be conducted by CAP crews, ANG crews flying CAP aircraft or a combination of both. The first operational UAS launch/recovery site will be at the former George AFB in Victorville, CA. The ANG expects to have a requirement to chase one UAS each day Monday through Friday and also one weekend a month. The UAS will fly for approximately eight hours so this will require the chase aircraft to fly a sortie at both the beginning and the end of that UAS flight (the chase aircraft will not remain airborne the entire eight hours.) The first chase operations are expected to begin in March 2009.

There are several issues that need to be resolved before CAP can commit to supporting this test. Those items are listed in the attachment.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve CAP NHQ to negotiate an agreement with the ANG to conduct a six month test of UAS chase operations in CA.

**ESTIMATED FUNDING IMPACT:**

Mission and maintenance expenses will be reimbursed by the ANG.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

CAP NHQ/MD recommends approval.

**CAP-USAF HEADQUARTERS' COMMENTS:**

CAP-USAF supports the overall concept. However, we caution that there are many issues involving funding, liability, fleet size, and operations that will require extensive negotiations with the ANG. This is complicated by the Title 32 status of the ANG.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor/Operations concurs with recommendation to conduct test as specified.

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**REGULATIONS AND FORMS AFFECTED:**

CAPR 60-1, *CAP Flight Management*; and CAPR 60-3, *CAP Emergency Services Training and Operational Missions*

**NEC ACTION:**

This agenda item was withdrawn and will be brought back at a later date.

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### ANG UAS Chase Ideas/Issues

**Note: NHQ will work with CA Wing, PCR, and Col Skiba to develop the best plan for executing the test in CA. Initial thoughts on how to execute the mission are listed below:**

1. CAP will provide three primary aircraft for the ANG to use for UAS chase aircraft. The second aircraft will be used as a spare and the third will be used to rotate in/out of maintenance. The three aircraft will be added to CAP's total authorized fleet size because they will usually not be available for other CAP missions.
2. NHQ CAP/MX will establish maintenance contract(s) for the aircraft.
3. CAP will charge ANG the standard CAPR 173-3 minor maintenance rate (plus the actual cost of fuel if not provided by the ANG), plus the cost for major maintenance (currently \$28 per hour), plus any unique costs associated with the maintenance contract (for example: a service fee charged by the maintenance contractor to drive to an airport and repair a broken aircraft). All flying hour charges will be based on Hobbs time.
4. The local ANG unit will be responsible to track all aircraft scheduled maintenance items and work with the contractor to arrange for scheduled and unscheduled maintenance. CAP NHQ approval will be required prior to aircraft maintenance being performed if the maintenance cost is expected to exceed a predetermined dollar amount. Note: CAP NHQ will still be the contract administrator for the maintenance contracts but the ANG will manage the maintenance schedule for the three assigned aircraft.
5. The local ANG unit will be responsible to schedule all flights for the two primary aircraft. CAP crewmembers will be given priority to fly the chase missions unless an ANG operational mission requirement prevents this. The PIC will be assigned when the mission is scheduled.
6. CAP crewmembers will be able to fly "mixed crew" chase missions under this agreement. When this happens, the pilot in command (PIC) of the chase aircraft will fly in the left front seat. The only exception is during training missions with an ANG instructor pilot. In this case the ANG instructor pilot will be PIC no matter what seat he/she is sitting in.
7. A list of all CAP crewmembers authorized to perform these missions will be provided by the local CAP wing commander. The wing commander will screen the eligible CAP crewmembers to make sure all can competently and professionally accomplish the mission. The list will be updated as needed. The local ANG unit will provide all necessary chase aircraft training to these select CAP crewmembers at ANG expense. The syllabus for this training will be developed and maintained by the ANG.

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8. CAP members will be reimbursed for the automotive fuel they use (fuel cost for up to 100 driving miles maximum each way) when they drive to and from the ANG base to execute the mission. If approved in advance by the local ANG scheduling office, CAP members could also be reimbursed for overnight lodging and meals IAW CAPR 173-3.
9. For planning purposes, an expected cost per flying hour to operate CAP aircraft will be \$175. This would take into account all costs (including aircraft fuel) with the exception of any required overnight stays and meals.  
C-182 example:
  - \$41 minor maintenance
  - \$28 major maintenance
  - \$85 aircraft fuel (13 gph x \$6.50)
  - \$21 (allowance for member vehicle fuel, contractor service fees, etc)
  - \$175 total
10. If an incident or accident occurs when a CAP member is PIC of the chase aircraft, CAP is responsible for all expenses associated with repair/replacement of the aircraft. If an incident or accident occurs when an ANG member is PIC of the chase aircraft, the ANG is responsible for all expenses associated with repair or replacement of the aircraft. This is required because CAP self-insures its aircraft for hull damage. CAP is willing to explore the possibility of obtaining an insurance policy that will cover hull damage for the times ANG will be operating as PIC. The cost of the policy would be charged to ANG.
11. Additional items that must be resolved during the agreement process:
  - a. Will a contractor (crew chief) be required for flight operations? (Would require additional \$60 to \$70 /hr) launch and recovery, marshalling aircraft into parking
  - b. How will we manage aircraft aborts, maintenance delays? Manned spare or recall the UAV?
  - c. Will fuel be available on site? Will it be provided by the ANG unit?
  - d. How will funds be provided to CAP?
  - e. What type of financial and other reporting will ANG require? How often?

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**AGENDA ITEM - 11**

**MD**

**Action**

**SUBJECT: Communications Curriculum Implementation Plan**

Author: Col Marek

**CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

At the 2008 winter meeting, the National Board approved a new communications curriculum plan, but directed that an implementation plan specifically addressing grandfathering be presented to the NEC at the May meeting. Please see the attached Communications Curriculum Implementation Plan.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the Communications Curriculum Implementation Plan.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

CAP NHQ/MD recommends approval.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor/Operations recommend approval.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 100-1, *Communications*

**NEC ACTION:**

**COL CHITWOOD/CS MOVED and COL CHAZELL/RMR seconded the PROPOSED NEC ACTION**

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation, notification to the field, and change to CAPR 100-1, Communications

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### Communications Curriculum Implementation Plan

Over the last two years, a work group of communications managers has endeavored to analyze the communications training needs of the CAP missions. The result is the Communication Curriculum Plan approved by the National Board in March 2008. We anticipate the transition to this new integrated training program will occur over approximately four years as new multimedia and web-based materials are developed and released.

It is important to note that members in non-ES communications management positions will not be required to retrain to maintain their duty assignments. ES qualifications will transition to the new training in the normal course of their usual recertification process. Members who have achieved the Technician, Senior or Master rating in the communications specialty track under the current CAPP 214 will not be affected by this change unless they desire to participate in the new training.

The implementation is broken down into the following three phases:

#### **Phase 1 – Communications User Training**

Phase 1 encompasses communications user training (the current BCUT and ACUT). Under the new curriculum plan, these levels of proficiency will be replaced by the ICUT program consisting of modules T1, T7, OP1 and OP2. Of these modules, we can presume that any holder of a current CAPF 76 meets all of the training objectives of T1, T7 and OP2.

We anticipate that the OP1 module will be used as a transition training/briefing module for the narrowband transition. This module will explain the fundamental changes being made to the CAP radio system that will be occurring simultaneously with the transition to narrowband, so all communicators, both old and new, will need to be familiar with it.

For those who desire or are required to hold a station authorization, module T10 will be required within 2 years of its introduction, as much of the material within it has never been taught before and is believed to be essential to station authorization holders.

Since both modules (T10 and OP1) will be available on the web, can be evaluated with an online written test, and need be taken only once, this requirement should not impose a burden on anyone. It is anticipated that the four ICUT modules and T10 could be completed and published 120 days after approval of this plan.

#### **Phase 2 – Emergency Services Communications Training**

Phase 2 addresses communications training which directly supports various ES positions. This training will be integrated into CAPR 60-3 replacing current communications training and tasks and will be subject to the same "renewal" requirements as the existing ES positions. Actual required skills, study areas and position titles are going to be changing and we will work closely with the ES program to ensure that several things occur:

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1. That when pertinent modules of new training curriculum are published, all current holders of the impacted ES certifications are renewed in their positions effective that date, giving them the full three years to either meet the renewal requirements or take the new training.
2. When position titles change and levels are introduced into the communications specialties in a similar manner to ICs and GTMs, current holders of those positions are properly credited into the new duty position titles.
3. That the experience and training of members who support the communications program outside of ES is also documented in the National Ops Qualification System.

Timeline: We anticipate publishing groups of related position qualification materials as they are completed. This should occur over a period of approximately two years beginning after work is completed on the ICUT.

### **Phase 3 – Communications Management Training**

Phase 3 addresses the training to be made available for communication management positions, such as Unit Communication Officer, Communication Logistics Officer as well as Wing and Region DC. We anticipate creating an entirely new CAP specialty track entitled Communications Management. Progress within the new path will be tied entirely to communication management tasks and skills, rather than the current technical and operator skills.

Individuals would NOT be required to enter this new specialty track to continue as communication managers, but those who desire to do so should be encouraged. Members who have achieved Comm. Tech, Senior and Master ratings under the current program would continue to hold those qualifications and wear the badges.

Specific training is NOT required to hold communication management positions, though we would encourage commanders to note the accomplishment of the new Communication Management training in making their appointments.

As the final product of the new curriculum plan, work will begin on the new comm. management track after completion of the integrated ES communication materials.



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and future changes are certain. The NRCG will continue to be necessary and the proposed charter seems beneficial.

### **CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

### **ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor/Operations concurs.

### **REGULATIONS AND FORMS AFFECTED:**

CAPR 100-1, *Communications*.

### **NEC ACTION:**

**COL CHITWOOD/CS MOVED and COL CARR/GLR seconded** the PROPOSED NEC ACTION

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Inclusion of approved NRCG charter in a change to CAPR 100-1, Communications

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### NATIONAL REPEATER COORDINATION GROUP CHARTER

The National Repeater Coordination Group (NRCG) is the body identified in CAPR 100-1 that processes and approves requests from the wings for new repeater systems, and modified/relocated repeater systems.

The NRCG consists of 16 voting members, two from each region appointed by the region commanders to act on their behalf. The National Communications Team Leader is the official chair; however this duty is routinely delegated to a NRCG member to serve as moderator. The NHQ Chief of Operations Support serves as facilitator, including administering the voting system. The NTC staff serves as technical advisors.

When a wing develops a request for a new or modified repeater, it is first submitted for region approval. If approved at the region level, it is referred to the NRCG.

When a proposal is opened for discussion, the Region Representatives where the repeater would be located present and explain the proposal, answering any questions. If necessary, the questions are referred to the requesting wing for detailed answers. It is the obligation of the requesting wing to answer questions completely and accurately, providing supporting documentation requested by NRCG members.

In order to avoid politicizing of the process, voting is strictly anonymous. The online voting system records which members vote and records the total yes/no votes, but does not correlate how individual members vote.

Reasons to vote "no" include:

1. Coverage - does not support Air Force mission.
2. Coverage - other site coverage is preferable.
3. Coverage - duplicate, interference, or overlap with other CAP repeaters.
4. Coverage - inappropriate power/elevation (MAXRAD).
5. Funding - National HQ funding is not available or is not an optimal use of national resources/funding.
6. Justification - inadequate mission activity for permanent site.
7. Prior disapproval - no significant change in application, site, or circumstances.
8. Site lease agreement undocumented, unverified, or not obtained.
9. Technical - incompatible with national network standards or objectives.
10. Unsatisfactory responses from wing/region.

Any member voting "no" on an application must select one or more of the above reasons to be provided as feedback to the National Commander and the requesting wing/region.

The following defines the NRCG Operating Rules:

1. The Communications Team Leader and the NRCG Moderator will routinely advise the national leadership when applications are opened for discussion and when votes are complete. Concurrence from the national leadership will not generally be necessary, unless some element of the application requires the approval of a

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corporate officer. The national leadership will be notified of any appeal, and the NRCG action on the appeal.

2. A quorum is defined as 2/3rds of the eligible NRCG members. If less than this number votes, the vote is incomplete. Voting will be open for at least five business days (i.e. not counting weekends). If a quorum is not reached within five business days, voting may be extended in 24-hour increments.
3. Once a quorum is affirmed, 2/3rds of the voting members must actually be in favor of the application to be approved. Otherwise the application is defeated.
4. If the NRCG defeats an application, the wing may resubmit the application once, provided that significant new information is presented. If the application is defeated a second time, further appeals will be handled directly between National leadership and HQ CAP-USAF. When a wing asks the NRCG for reconsideration:
  - A. The requesting wing should draw on the advice of its two NRCG reps, as well as the advice of the technical consultants at the NTC, and the volunteer CAP national staff to develop a revised application that demonstrates a valid requirement for a repeater and addresses other issues raised in the earlier NRCG review. This will help ensure the revised application best meets the interests of CAP and the Air Force. In some cases this may not be possible, such as when funding is the primary issue, where the application does not adequately address national CAP missions, or where there would be interference with an adjoining wing or region.
  - B. The region must re-approve the application before it will be reconsidered by The NRCG.
  - C. NRCG members may table the repeat application/appeal, if they feel there are no significant new solutions being addressed in the renewed application.
5. If any voting member of the NRCG fails to vote on two consecutive repeater applications, the CAP national staff may request the member's region commander to assign a replacement representative.
6. Prior to voting, discussion on applications should expeditiously consider the relevant information. If questions to region representatives or wings are not addressed within 72 hours, the application will automatically be tabled until other pending applications are acted upon, except that members may use the voting procedures in rule 2 to take an application off the table.

Note 1: Since 2/3rds of 16 voting members is not a whole number (10.666667) a quorum means a minimum of 11 votes.

Note 2: The 2/3rds majority will be calculated on each vote by multiplying the number of votes cast x .666667. For example, if the minimum eleven votes are cast, then the minimum passing vote would require 8 votes in the affirmative (11 x .666667 = 7.333337).

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**AGENDA ITEM - 13**

**FM**

**Action**

**SUBJECT: NEC Travel Policy  
GLR/CC – Col Carr**

Author: Col Carr

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**INFORMATION BACKGROUND:**

The NEC travel policy revision has been revised to offer additional guidance to the traveler.

The proposed policy has been reviewed by the members of the NEC as well as the IG/FM.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the new travel policy.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

HQ CAP/FM concurs with the recommended policy.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Since this policy is limited to travel expenses that will be reimbursed from the corporate budget, CAP-USAF has no opinion on the policy. However, in the interest of clarity, recommend the third sentence of the introductory paragraph be changed to read "A travel budget is provided to each NEC member from the annual corporate Civil Air Patrol budget"

**ADVISOR / NATIONAL STAFF COMMENTS:**

To be determined at Finance Committee meeting.

**REGULATIONS AND FORMS AFFECTED:**

NEC Corporate Travel.

**NEC ACTION:**

**COL CARR/GLR MOVED and COL PEARSON/PCR seconded** that the National Executive Committee approve the new travel policy in accordance with attached DRAFT regulation, which will be submitted through the regulation approval process.

**COL JENSEN/SWR MOVED TO AMEND and COL WEISS/NFO seconded** the amendment to change paragraph 1.d. of the proposed regulation as follows: Strike the words, "Alternates will not be funded by Civil Air Patrol's NHQ corporate budget"

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to attend these events;” substitute the words, “Alternates may be funded by Civil Air Patrol’s NHQ corporate budget (region commander’s travel) to attend these events by approval of the National Commander, provided funds are available within the approved budget.”

### **THE MOTION TO AMEND CARRIED**

***COL WEISS/NFO MOVED TO POSTPONE and COL CHAZELL/RMR seconded the postponement to a FAX vote within 30 days to allow further refinement of the regulation.***

### **THE MOTION TO POSTPONE CARRIED**

FOLLOW-ON ACTION: Refinement of DRAFT NEC Corp Travel regulation and a FAX vote by 1 June 2008. After the approved revisions have been made, the regulation will be submitted through the regulation review process.

The following additional guidance provided for possible changes:

a. Page 41, Section 3, Travel Expense Report: Suggested language to authorize extension of the 30-day period under extenuating circumstances by waiver on an individual basis by the National Commander. Also, last sentence be changed to also allow reimbursement to a region bank account.

b. Page 42, Section 6, Receipt Requirements:

# May 2008 NEC Minutes

CIVIL AIR PATROL  
NATIONAL HEADQUARTERS

NEC Corp Travel  
16 April 2008

MAXWELL AFB AL 36112-6332

Draft

## Financial Management

### NEC TRAVEL POLICY

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OPR: FM

APPROVED BY:

DISTRIBUTION:

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This document establishes the travel policy, funding priorities and reimbursement method of all NEC members and those traveling from the National Commander Directed travel budget. This policy applies to travel, lodging, a per diem allowance for meals, (excludes alcohol), and registrations. Incidental expenses are the responsibility of the individual and will not be reimbursed by Civil Air Patrol. A travel budget is provided to each NEC member from the annual Civil Air Patrol corporate budget. All members with an assigned travel budget are to manage their travel program in a prudent manner that remains within budget, as with all budget lines Civil Air Patrol (CAP) travel should be undertaken when the benefits of the trip will serve to improve our programs and services. Civil Air Patrol will pay for business travel incurred in pursuit of CAP business goals, when authorized by appropriate management personnel.

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#### 1. GUIDELINES:

a. Civil Air Patrol members should be forward thinking in looking for the best return on investment. This policy is intended to provide guidelines for business travel to ensure effective use of time and to minimize expenses. This policy is not intended to include reimbursement procedures for travel of volunteer members participating in CAP missions as addressed in CAPR 173-3. Members authorized to travel on appropriated funds will not be subject to the requirements of this policy, but will follow the requirements of the FM travel policy or CAPR 173-3. While this policy strives to be comprehensive, it is impossible to anticipate every situation encountered by a traveler. Consequently, travelers are expected to apply the guidelines in this policy on a conservative basis, and where the policy is silent, to exercise good business judgment. The traveler should be aware of the corporation's right to review claims and should therefore maintain sufficient records to validate expenses incurred.

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b. Each Region Commander will be allocated a travel budget from the annual Civil Air Patrol corporate budget for the fiscal year. The budget is based upon annual requirements as documented in the fiscal year financial plan. Anyone with a travel budget **must manage travel to remain within their budget.** If additional funds are available in other budget lines, they must be first transferred within finance committee procedures. **Any travel outside of this budget will be at the member's expense.**

c. All members of the NEC should be present at all scheduled National Board (NB) and NEC meetings. In the event an alternate is needed to represent you, reimbursement is authorized and will be approved by the National Commander on a case-by-case basis only. Region commanders attendance at the National Cadet Competition (NCC) and annual Spaatz Awards dinner is highly recommended if funds are available.

d. Attendance to the four annual supported region conferences is highly recommended if funds are available. **Alternates will not be funded by Civil Air Patrol's NHQ corporate budget to attend these events.** Travel may be paid from Region funds at the discretion of the Region Finance Committee.

e. While on business travel, officials are official representatives of Civil Air Patrol, and it is expected that their public behavior will, at all times, project an image that is a credit to the corporation.

f. Region commanders are authorized travel anywhere within their region whenever deemed necessary and to activities outside their region, within the confines of this policy.

**2. TRAVEL AUTHORIZATION FOR COMMANDER-DIRECTED TRAVEL:** The National Commander or his/her designee may authorize additional travel for specific purposes which will be reimbursed. Individuals authorized to travel on Commander-Directed travel funds will be reimbursed for airfare, hotel, and a per diem allowance for meals. Travel must be pre-authorized.

**3. TRAVEL EXPENSE REPORT:** A Corporate Expense Report must be filed (postmarked for those mailed from other locations) within thirty (30) days after the completion of the travel. Only allowable expenses may be reimbursed. All required receipts, to include credit card receipts, for reimbursed expenses and a copy of the email travel authorization must be attached to the expense report. The traveler and the authorizing official must sign the expense report. The completed expense report is submitted to HQ CAP/EX for processing. Scanned or faxed copies of documents are acceptable. All reimbursements for travel will be paid through electronic funds transfer (EFT) to the traveler's bank account.

**4. TRAVEL EXPENSES:** Members may engage in non-local business travel and/or in a mix of business and vacation travel. The following paragraphs define how each type of allowable travel should be reimbursed.

a. Area Business Travel: If mileage is reimbursed, the following policy applies:

1) The corporation shall reimburse members required to travel during the performance of their jobs for reasonable costs incurred, in accordance with policy and after approval of travel

2) When members use their own automobiles for non-local business travel (including travel to a local airport as part of a longer trip), travel will be reimbursed at the IRS standard mileage rate

## May 2008 NEC

3) When a private auto is used in lieu of a commercial airline for the convenience of the traveler, the corporation shall reimburse mileage and tolls, or the equivalent airfare, whichever is less.

b. Mix of Business and Vacation Travel: In cases of travel where time is also taken for vacation, expenses are allowed only for the days on which corporation business is conducted. Business travel days for Wing and Region Conferences are Friday and Sunday. Travel arrangements and additional costs related to personal travel are the responsibility of the individual.

**5. PER DIEM REIMBURSEMENTS FOR MEALS:** Travelers will be reimbursed on a per diem basis for meal expenses. Individuals are not expected to file receipts for meals. The government issues per diem rates for specific locations, which are published in the Joint Federal Travel Regulations that can be located at [www.dtic.mil/perdiem](http://www.dtic.mil/perdiem) and the allowable meal reimbursement will be calculated utilizing these standard rates.

NEC members are authorized, and at their discretion, to host meals for non-NEC members in conjunction with business. Example: Region commanders conducting meetings during meal times with their staff, including wing commanders. Travelers are expected to ensure that all expenses claimed are reasonable.

**6. RECEIPT REQUIREMENTS:** Travelers shall attach receipts for all travel related expenditures (excluding meals) regardless of dollar value. Within this, receipts for all items claimed over \$25.00 must be attached to the expense report in order to be reimbursed. Receipts for lodging, car rental, and airline ticket must be attached even if they are for amounts less than \$25.00

**7. AIR TRAVEL:** Because air travel represents a significant portion of Civil Air Patrol's overall travel expense, the following guidelines have been developed to help minimize travel costs.

**Airfare Change Fees:** Non-refundable tickets are to be used for the ticketed flight. In the event the traveler's itinerary changes prior to departure and a change fee is charged, Civil Air Patrol will reimburse the change fee.

Many airlines charge a fee for same day changes due to the traveler wanting to leave earlier or later than the scheduled flight. The Corporation will reimburse the change fee if the change is for emergency purposes, not when the change is for the convenience of the traveler.

**Advance Purchases:** Flights should be booked as far in advance as possible, but no later than 15 days in advance to obtain the lowest purchase price on tickets.

**Airport Parking:** Travelers are encouraged to economize on airport parking where practicable. Cost-saving measures should include parking in longer-term or satellite parking lots for trips of short to intermediate length and finding alternate means of transportation (taxis, shuttles, etc.) to the airport for longer trips. All parking expenditures should be itemized on the expense report. Expenditures over \$25.00 shall be evidenced by receipts.

**Choice of Airline:** When making reservations, travelers should accept the lowest fare in the market place, within reasonable travel hours, without regard to the airline providing the service.

**Departure/Arrival Times:** For purposes of obtaining the best fare possible, the traveler should be as flexible as possible regarding flight times. Every attempt should be made to take advantage of reduced rates. Civil Air Patrol's policy does not require travelers to travel (including shuttle or drive to and from the airport) prior to 6:00 a.m. or after 8:00 p.m.

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**Class of Service:** Coach Class (or lowest available airfare) should be used by all travelers. Business and First Class fares are not authorized. Fees paid to upgrade to preferred seating is not reimbursable.

**Frequent Flyer Credits:** The receipt of frequent flyer credits or ability to use credits for upgrades will not be a consideration in choosing an airline. Civil Air Patrol will not reimburse a traveler for voluntary use of frequent flyer miles on business travel. Travelers may use credits to upgrade travel tickets without approval. The source of the upgrade must be identified on the expense report, (i.e., frequent flyer, free per airline, etc.).

**Use of Corporate Aircraft:** When one or more member travels using a CAP aircraft, the total reimbursement for the trip will be the lesser of:

- 1) The total cost of an airline round-trip ticket between destinations for each traveler, or
- 2) The actual total out-of-pocket operating costs of the aircraft. The traveling members are responsible for determining the distribution of the total reimbursement among the travelers.

### 8. GROUND TRANSPORTATION:

**Taxis, Courtesy Vans and CAP Corporate Vehicles:** Wherever possible, travelers are encouraged to rely on taxis, metro/subways, hotel courtesy vans, or CAP corporate vehicles for transportation to and from airports. For transportation between locations, travelers should weigh the expense of using taxicabs or metro/subways against the cost of renting a car and choose the most economical method of transportation. Fares or other charges must be evidenced by receipts.

**Rental Cars:** When selecting rental vehicles, travelers will select the lowest cost rental vehicle that meets mission requirements. Travelers should obtain a receipt for reimbursement of gas purchases. Luxury size sedans or SUVs are not allowable without prior approval of the National Commander or his/her designee unless there is a minimum of four travelers. It is acceptable to receive free upgrades from car rental agencies when offered to compensate for unavailability of the reserved model. Rental cars are to be refueled prior to return to prevent excessive fuel charges unless a Fuel Purchase Option is more cost effective.

No rental car will be used for other than official CAP business. If you need a rental car prior to or after a CAP business purpose, that use will be at the expense of the NEC member and charged to a personal credit card not to CAP. Note: if personal use and official CAP business are part of the same rental the NEC member will charge it to a personal credit card and CAP will reimburse the portion used for CAP official business. **NEC Members will not charge a rental car to CAP if any portion of the use of the rental car is personal business.** (Example: You rent a car on your personal credit card for 7 days during which you are on CAP official business for 3 of those days; CAP will reimburse you 3/7 of the rental cost. You must submit a copy of the entire rental car contract and receipts in order to be reimbursed.)

**Personal Vehicle:** Civil Air Patrol will reimburse travelers for the use of personal vehicles on official travel at the IRS standard mileage rate. This allowance is meant to help cover the operating costs of the vehicle.

Tolls and parking charges will also be reimbursed (for both personal and rented vehicles). Travelers are responsible for all other expenses incurred while driving personal vehicles, including the required insurance coverage, gas, moving traffic violations and parking tickets.

## May 2008 NEC

**Insurance During Use of Personal Vehicle:** The Corporation will not compensate the traveler using his/her own vehicle for any physical automobile damage or for any amount, which may be deductible from the traveler's collision insurance coverage. The provisions of the traveler's automobile insurance coverage will apply. Travelers are reminded that any privately owned vehicle used for corporate travel must have insurance as required by the state of residence.

**Mileage Reimbursement Rates:** The mileage reimbursement rate for personal vehicles used while on Corporation business is in accordance with the IRS standard mileage rate. This allowance is reimbursement for automobile operating expenses including gas, oil, maintenance, repairs, and adequate insurance coverage. Tolls and parking expenses are separately reimbursed at the actual rate. Traffic and parking violations are not reimbursed.

### 9. MISCELLANEOUS:

**Telephone, Fax, Internet Expenses:** Reasonable charges for communications made for business purposes will be reimbursed. Receipts for those charges must be attached unless included on the hotel statement.

**Laundry:** Personal laundry and cleaning and pressing of clothing will not be reimbursed.

**Tips:** Tips are not reimbursable.

**Registration Fees:** Reasonable charges for registration fees are allowable.

**Alcoholic Beverages:** Alcoholic beverages are not reimbursable.

**10. ACCIDENT REPORTING:** For the protection of the individual and the corporation, an individual involved in an automobile accident (occurring in a corporate-owned, rented, or personal vehicle) while on corporate business, must do the following:

a. Answer questions of law enforcement representatives, cooperating fully, giving factual not speculative information.

b. **If the accident involved death, serious personal injury or significant property damage, immediately** notify Civil Air Patrol's Office of the General Counsel by contacting the National Operations Center (NOC) at 888-211-1812. Otherwise, inform the General Counsel the next business day at 334-953-6019.

**11. OTHER (NON-TRAVEL EXPENSES):** Other expenditures from the budget will only be allowed if prior approval is granted by the National Commander.

**12. PERIOD OF APPLICABILITY:** This operating instruction remains in effect until rescinded or modified by the NEC.

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<b>AGENDA ITEM - 14</b>	<b>PM</b>	<b>Action</b>
<b>SUBJECT: 2009 NEC and National Board Meeting Dates</b>		
<b>Author: BG Courter</b>	<b>HQ CAP/EX – Mr. Rowland</b>	

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**INFORMATION BACKGROUND:**

Proposed dates are:

<b><u>Event</u></b>	<b><u>Date</u></b>	<b><u>Location</u></b>
Winter National Board Meeting	26-28 Feb 09	Washington DC (MER) (Under Contract)
May NEC Meeting	1-2 May 09	Rocky Mountain Region
National Board Meeting & Annual Conference	2-5 Sep 09	San Antonio TX (SWR) (Under Contract)
November NEC Meeting	6-7 Nov 09	North Central Region

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to approve the proposed NEC and National Board Meeting dates and sites for 2009.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

May 2008 NEC

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL MOODY/NC seconded** that the National Executive Committee approve the proposed NEC and National Board Meeting dates and sites for 2009, except that the NEC meetings are region specific, cities to be determined later.

The National Commander asked that the regions be noted on future schedules. Gen Courter pointed out that the Winter National Board will always be in the Washington, DC, area because of legislative day, but expressed a preference to rotate the other meetings among the other regions, especially the NEC meetings. The Summer National Board meetings are already on a regional rotation basis.

**THE MOTION CARRIED**

**SUBJECT: Wear of Alternative Clothing When Requested By Customer  
CAP/CV – Gen Courter**

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**INFORMATION BACKGROUND:**

The Winter Board passed a motion to allow Wing Commanders to authorize alternative clothing or uniforms for mission field activities when the customer requires clothing other than one of our uniforms. This change could create some concerns when participating in both Corporate and Air Force missions. The issues surrounding this decision will be discussed.

**SUBJECT: Briefing on CAP's K-5 School Enrichment Program  
HQ CAP/EX – Mr. Rowland**

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**INFORMATION BACKGROUND:**

The Executive Director will update the NEC on progress in the School Enrichment prototype program for grades K-5.

Attached is an updated information talking paper.

MR. MALLETT/EP presented a slide briefing.

BRIG GEN COURTER reported that a search process is open for a School Enrichment Program team leader (not just K-5). Those members who are interested in applying need to let Ms. Parker ([sparker@cap.gov](mailto:sparker@cap.gov)) know and she will e-mail the application.

**May 2008 NEC**

**CIVIL AIR PATROL'S  
SCHOOL ENRICHMENT PROGRAM**

***KINDERGARTEN THROUGH 5<sup>TH</sup> GRADE***

- Over the past 10 years CAP has steadily moved its traditional cadet program, designed for grades 6-12, into schools across the nation. These school squadrons are part of CAP's School Enrichment Program (SEP). The SEP currently has 68 schools and 2,000 cadets participating nationwide.

- In March 2007, the CAP National Board voted to expand the SEP to encompass grades K-5 to address America's need to promote aerospace interest and character development of youth at an earlier age. Accordingly, CAP developed a K-5 SEP prototype program for implementation in the fall of 2007.

-- The K-5 SEP is modeled after the basic elements of CAP's standard cadet program: (1) the principles of effective leadership; (2) the strength of integrity through character; (3) a knowledge of aerospace and related career opportunities; and (4) the lifelong benefits of physical fitness.

-- The program contents include a grade-level specific curriculum which was designed by educators and incorporates fun, hands-on activities in lesson plans that meet national academic standards.

-- The materials enrich most school systems' standard core curricula.

-- The program is designed for either in-school or after-school applications.

-- Students are not eligible for benefits of regular cadets such as: cadet uniforms; orientation flights; special activities; encampments; or any rank.

- Milestones in the K-5 SEP Prototype Program Implementation for the 2007- 2008 school year:

-- 22 elementary schools are participating in the 2007-08 nationwide field tests: Alabama - 11; Florida - 4; Pennsylvania - 2; Georgia - 2; Nevada - 1; Virginia - 1; and Washington - 1

-- Over 300 teachers (complimentary CAP Aerospace Education Members) and approximately 7,000 students are participating.

-- Teachers are participating in the CAP Fly-a-Teacher Program.

-- The national Lift-off Celebration for the program was held in Boaz, Alabama, on October 26, 2007. The event was attended by 2,500 students from the Boaz school system, faculty members, parents, and local dignitaries.

- The 2007-2008 K-5 SEP is on schedule and progressing well. First-year program assessment will be completed this summer. In anticipation of favorable results, the program will be continued as a prototype program for 2008-2009. If program success is verified, a proposal will be submitted to the National Board to include K-5 in CAP's School Enrichment Program.

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**AGENDA ITEM - 17**

**Action**

**SUBJECT: Advisor / Committee Reports  
CAP/CV - BG Courter**

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**DCS and Committees**

1. Finance Committee – Col Weiss

COL WEISS/NFO distributed the Report of the NEC Finance Committee, 2 May 2008. See Attachment 1: The following actions were taken:

a. FY 2009 Corporate Budget:

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the National Executive Committee endorse the 2009 Corporate Budget with amendments.

**THE MOTION CARRIED**

b. Investment Committee

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the National Executive Committee approve the establishment of an Investment Committee appointed by the National Commander that would report to the National Finance Officer and National Finance Committee who would in turn make recommendations to the NEC.

**THE MOTION CARRIED**

c. Consolidated Maintenance

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the National Executive Committee approve the funding of vehicle preventive minor maintenance with the savings generated from the aircraft consolidated maintenance program.

**THE MOTION CARRIED**

d. Aircraft Maintenance Balances

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the National Executive Committee endorse eliminating further minor maintenance mission reimbursements effective June 1 to Wings with balances exceeding \$25K who are not currently participating in the CMX program.

**COL JENSEN/SWR MOVED TO AMEND and COL CHAZELL/RMR seconded** the amendment to include a provision that, upon depletion of a Wing's minor maintenance account, that National Headquarters will assume the cost of minor maintenance for that Wing's aircraft.

**THE AMENDMENT CARRIED**

**THE AMENDED MOTION CARRIED**

e. Maine Wing Debt

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the National Executive Committee endorse forgiveness of the Maine Wing debt in the amount of \$9,180.80 resulting from unknown tax requirements in a 2006 raffle.

**THE MOTION CARRIED**

2. Senior Advisor/Operations – Col Joe Vazquez (for Col Skiba)

COL VAZQUEZ presented a slide briefing which provided an update in the areas of Operations, Strategic Missions, Emergency Services, Communications, Counter Drug, Border Operations, and C-4s.

3. Senior Advisor/Support – Col Skip Guimond

COL GUIMOND presented a slide briefing which provided an update in the areas of Professional Development, Information Technology, Aerospace Education, Marketing, Public Affairs, Member Affairs, Awards & Promotions, Uniforms, Government Relations, State Legislation, Cadet Programs, Drug Demand Reduction, Spaatz Association, National Cadet Advisory Council, and Urban Programs.

BRIG GEN COURTER added that the Marketing and Communications teams will meet at a Summit at National Headquarters with the staff this summer. This will be an effort to improve the communications tempo to all the members in the field as well as to the public and to our partners and potential partners.

4. Safety – Col Lyle Letteer

COL LETTEER presented a slide briefing which provided an update on Safety Compliance Inspections, Operational Risk Management, the Safety Specialty Track, Van Safety, and Safety Mishap Statistics.

COL LETTEER (with emphasis from the National Commander) specifically requested members to do the following task: Go on-line to "cap.gov," click on "Members," click on "Safety," click on "ORM," and click on the "2-second Operational Risk Management Course." Take the ORM Course, put your name and CAP ID on it, and turn it in to your commanders. (Time line for completion: 31 Jul 08). Col Letteer emphasized the importance of individual safety and the safety of the entire team.

**5. Inspector General – Col Jim Linker**

COL LINKER presented a slide briefing which provided an update on all areas of the Inspector General program including a proposed effort to further streamline the compliance inspections process.

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**AGENDA ITEM - 18**

**Action**

**SUBJECT: Old Business**

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**1. ITEM: Agenda Item 16; Nov 07 NEC – Old Business – Col Fred Weiss**

**Regulation & Control of CAP Participation in “Booster Clubs”: Agenda Item 6 May 2007 NEC.**

Interim report due to National Board from ad hoc committee on how to deal with unit participation in Booster Club activities.

**Aug 07 NB Action:**

COL WEISS/NFO briefed the ad hoc committee report. So far, the committee has been formed and is chaired by Col Weiss. The other members are: Col Worek/NLO, Col Chazell/RMR, Lt Col Mark Lee, Lt Col Tim Verrett, and from National Headquarters, Ms. Easter/FM and Mr. Odell/GC.

FOLLOW-ON ACTION: Committee report at the Nov 07 NEC meeting. Inclusion in the Nov 07 NEC agenda.

**NEC ACTION:**

*COL WEISS, Chair of the Ad Hoc Committee, reported that the committee had met and the items that are currently being looked at are ensuring that “Booster Club” activities are not part of CAP activities. The idea of “Booster Clubs” must be a completely different organization from CAP. They are also looking at financial and liability issues concerning the relationship between each organization and there cannot be a backflow of assets from CAP to “Booster Clubs.” The Ad Hoc Committee will again meet at the winter 2008 National Board meeting and will have a further report.*

**MARCH 2008 NB ACTION:**

COL WEISS, Chair of the Ad Hoc Committee, reported that the committee decided to add to CAPR 173-4 and the language is now with the auditor for further comment and, if necessary, change. The only other actions of the committee are (1) deciding how to treat loaned property from booster clubs, (2) determining how many booster clubs exist, and (3) considering actions with respect to pre-existing booster clubs. A final report will be given at the May 2008 NEC meeting.

FOLLOW-ON ACTIONS: Referred back to the Ad Hoc Committee for further action with a report to the May 2008 NEC. Inclusion in the May 2008 NEC agenda.

## May 2008 NEC

### **May 08 NEC ACTION:**

COL WEISS presented a slide briefing which provided a final report from the Ad Hoc Committee for "Booster Clubs." All requirements for CAP involvement with "Booster Clubs" are outlined in the proposed CAPR 173-4, Section 15.

There was agreement that an e-mail would be sent from NHQ reminding that those serving concurrently in positions of control in CAP and "Booster Clubs" must cease no later than 30 September 2008.

### **ITEM CLOSED.**

#### **2. ITEM: Agenda Item 13-3; Aug 07 NB – New Business: CAPR 60-1 – Col Joe Vazquez See attachment 5 for draft CAPR 60-1.**

##### **Revision of CAPR 60-1 and CAPF 5: Col Vazquez**

Operations Committee tasked to proceed with redrafting and coordination of proposed CAPR 60-1 and CAPF 5 with final drafts submitted to the 2008 Winter National Board for consideration.

Status: Final drafts to be introduced into the regulation approval process for both CAPR 60-1 and CAPF 5 following the 2008 Winter National Board. As the new regulation also contains several policy changes, National Headquarters requests the Board be briefed on these changes and then seek Board approval of these changes.

##### **Major policy changes include:**

- A. Reassign damage assessment levels for negligent operation of CAP equipment (including aircraft) to CAPR 67-1 for application to all property.

Rationale: The assessment issue applies to more than just aircraft. It should apply to all CAP assets to include ground vehicles, HF radios, etc. It is suggested that a revamped assessment policy be moved to CAPR 67-1, *Civil Air Patrol Property Regulation*. The current policy can be retained by policy letter until transferred to the appropriate regulation.

- B. Revocation of CAP flying privileges (grounding) made easier for commanders to accomplish and eliminate appeal process for grounding.

Rationale: Commanders need the ability to ground personnel under their command for safety or other concerns without an excess of process. CAPR 123-2, *Complaints*, provides adequate redress for members and eliminates the need for a separate Region level grounding review board.

- C. Instructor pilot check ride substituted for Check pilot check ride.

## **May 2008 NEC**

Rationale: Check pilots are Instructor pilots who have completed the National Check Pilot Standardization Course of ground and flight instruction once every 4 years. There is no need for check pilots to have an annual check ride different from instructor pilots, as both are evaluated on the same set of skills.

D. Eliminated prohibition against assistance to law enforcement from CAPR 60-1.

Rationale: CAPR 60-6, *CAP Counterdrug Operations*, and CAPR 900-3, *Firearms – Assistance to Law Enforcement Officials*, provide guidelines on assistance to law enforcement and are sufficient to define what is permitted.

### **MARCH 2008 NB ACTION:**

COL VAZQUEZ briefed and recommended four major policy changes for approval by the National Board, as outlined, which would be needed in the process of reducing CAPR 60-1 from 69 pages to 8 pages.

**COL LITVA MOVED and COL RUSHING/SER seconded that the National Board vote to approve the policy changes, as outlined, contained in the short edition of CAPR 60-1.**

**COL WALLING/MER MOVED TO AMEND and COL CARR/GLR seconded the amendment to strike proposed Major Policy Change B from the written document for the purpose of moving it to the Adverse Personnel Action Committee.**

### **THE MOTION TO AMEND CARRIED**

**COL MILLER/MN MOVED TO AMEND and COL EGGEN/AZ seconded the amendment to strike proposed Major Policy Change C from the written document due to the opinion that instructor pilots and check pilots are completely different and should not be lumped together.**

There was clarification that there would be no change in the identification of either an instructor pilot check ride or a check pilot check ride. Also, in the proposal, the recommendation is that instructor pilots need to be given the same scrutiny that the check pilot is given, even though they are not going to National Check Pilot Standardization Course—the only difference in the two.

**COL MILLER/MN with concurrence of Col Eggen/AZ withdrew the amendment.**

There was further discussion on the true definition of instructor pilot vs. check pilot or evaluator and how the different check rides are handled in the Air Force.

**COL DAVIDSON/NH MOVED TO POSTPONE and COL CARR/GLR seconded the postponement to refer this item back to committee for a full and complete report at the next meeting.**

## **May 2008 NEC**

FOLLOW-ON ACTION: Referral back to committee and inclusion in the May 2008 NEC agenda or August 2008 National Board agenda.

### **PROPOSED MAY 2008 NEC ACTION:**

COL VAZQUEZ will present changes to the draft 60-1 that address 2008 Winter National Board concerns. In particular, a grounding appeal procedure was introduced to comply with concerns about Major Policy change B. The check pilot check ride was put back in to resolve issues with Major Policy change C. If the NEC approves of the changes, the draft will be introduced into the regulation approval process for both CAPR 60-1 and CAPF 5 following the May NEC.

### **May 08 NEC ACTION:**

COL VAZQUEZ briefed the changes to the draft CAPR 60-1 that address 2008 Winter National Board concerns, as follows: (a) Reintroduced Grounding appeal boards, (b) Kept the Check Pilot Check ride, (c) Kept the rule prohibiting assistance to law enforcement (except for counter drug), and (d) Moved damage assessment and liability levels to a policy letter which will be further moved to a supply regulation later. Other major policy changes were identified. He requested the will of the NEC on the proposed changes.

**COL GLASS/MER MOVED and COL RUSHING/SER seconded that the NEC authorize the Operations team to proceed as planned to implement the proposed changes to CAPR 60-1, as presented.**

MR. ROWLAND/EX asked for clarification on the motion by asking the question: "Does 'to proceed' mean to move forward with the policy guidance that you want this body to adopt? If that is the case, then after review it will have to come back to the body again."

BRIG GEN COURTER asked for further clarification on the motion by asking if the board would be approving policy to be changed in conjunction with the release of the new regulation.

COL HODGKINS, USAF, discussed policy areas that the Air Force would want to see incorporated in CAPR 60-1, and made the following motion:

**COL HODGKINS, USAF MOVED TO AMEND and COL KUDDES/NCR seconded the amendment that the National Executive Committee approve added policies requiring flight tracking for all flights, and recommending flying night IFR to the extent practical.**

BRIG GEN COURTER clarified that the timing is in conjunction with the release of the new CAPR 60-1.

### **THE MOTION TO AMEND CARRIED**

### **THE AMENDED MOTION CARRIED**

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FOLLOW-ON ACTION: Proceed with making approved policy changes to CAPR 60-1 and with the formal coordination/review process.

### 3. ITEM: Agenda Item 17-11; Nov 07 NEC – New Business – Col Chazell

#### **Increase in Aircraft Fleet to 550**

#### **NEC ACTION:**

“That the NEC vote to increase the CAP aircraft fleet to 550. The manner of providing the increase will be left at the discretion of NHQ staff. The increase will be accomplished during FY08.”

NHQ to provide update to May 08 NEC.

#### **HQ CAP COMMENT for May 08 NEC**

Historically, NHQ has sold aircraft on a one-for-one basis as offsets for each aircraft acquired. In order to achieve a CAP powered aircraft fleet size of 550, we propose not selling aircraft as offsets for new aircraft until we are once again at the 550 number. We anticipate purchasing 15 new aircraft with FY08 funds. This would bring the fleet size to 545. We would easily achieve 550 during the FY09 buy.

#### **Note:**

We currently have aircraft identified for sale as offsets aircraft acquired in the FY07 buy. These aircraft were identified for sale prior to the NEC decision to adjust the fleet level back to 550. We believe that retaining these aircraft to achieve that goal is unfeasible, as these aircraft were selected for sale because of age, condition, and time on engines. To restore them to airworthy status, we would be required to replace engines, perform annual inspections, and make other costly repairs.

#### **May 08 NEC ACTION:**

MR. ROWLAND/EX reported that 95 percent of the approved increase in the size of the aircraft fleet can be achieved during FY08, as requested, with the remainder purchased in FY09. The anticipated purchase of aircraft (15) with FY08 funds would bring the fleet size to 545, and the remaining 5 could then be purchased with FY09 funds

#### **ITEM CLOSED.**

4. ITEM: Agenda Item 14; Nov 07 NEC – Col Carr

**CAP NCO Corps**

**NEC ACTION**

That the National Executive Committee vote to approve the concept of future promotions for former military NCOs; task the working group to develop promotion criteria for each grade, and present a proposal to the May 2008 NEC.

Also, approve the working group to consider concept of individuals without prior military service being eligible for promotion to NCO grades. The working group is to develop a program for these individuals to earn NCO grades through CAP participation and training. This plan should be presented to the summer 2008 National Board for consideration.

FOLLOW-ON ACTION: Working group to develop promotion criteria for each grade and present a proposal to the May 2008 NEC.

**May 08 NEC ACTION:**

COL CARR/GLR reported that since the Nov 07 NEC meeting, a new Chief Master Sergeant has been appointed. She is performing in an outstanding manner and getting more acclimated on the CAP NCO Corps and the promotion process. She has done some field study and the results and analysis are still a work in progress. Col Carr made a proposal for an NCO Summit some time during the summer of 2008 before the Summer National Board to also consider the proposed grade structure for non former military personnel.

**COL CARR/GLR MOVED and COL JENSEN seconded that the NEC approve support of his report for the continuance of this group, and for the Executive Director to investigate the feasibility, based on availability of funds, of a Summit during the summer or a meeting of this group in conjunction with the National Conference.**

**THE MOTION CARRIED**

FOLLOW-ON ACTION: The working group will continue work on this item with a report to the Summer National Board meeting. Inclusion in the Aug 08 National Board agenda. Executive Director will explore availability of funds for a Summit or meeting of this group.

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**AGENDA ITEM - 19**

**Action**

**SUBJECT: New Business**

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**1. ITEM: Commander and IG in the Same Household**

**CHAZELL/RMR MOVED and COL RUSHING/SER seconded the PROPOSED NEC ACTION**

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 123-1, The Civil Air Patrol Inspector General Program.

**2. ITEM: Alternative Uniforms for Mission Field Activities**

COL JENSEN/SWR stated that the action of the of the 2008 Winter National Board authorizing alternate uniforms when required by customers for specific field missions has been published, as required. He added that there have been some additional review and discussions, subsequent to the National Board and because of these unique requirements have been discussed at this meeting. There is a desire to create low cost, alternatives that can also be recognized as a CAP uniform, and ensure region commanders are aware of special circumstance. Col Jansen made the following motion:

**COL JENSEN/SWR MOVED and COL GLASS/MER seconded that the National Executive Committee support the 2008 Winter National Board action of authorization of alternative clothing or uniforms for mission field activities when the customer requires, by the wing commander with the provision that the authorization requires region commander concurrence.**

**COL JENSEN/SWR MOVED A SUBSTITUTE MOTION and COL GLASS/MER seconded that the NEC support the 2008 Winter National Board action of authorization of alternative clothing or uniforms for mission field activities when the customer requests in writing, by the wing commander with the provision that the authorization requires region commander concurrence, effective immediately.**

**THE SUBSTITUTE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAP regulations.

**3. ITEM: Compliance Inspection Changes**

**COL CHAZELL/RMR MOVED and COL KUDDES/NCR seconded that the NEC endorse the recommendations on Compliance Inspection changes made by CAP/IG and to authorize continued work toward those ends, effective immediately.**

**NOTE:** The IG briefed a Commander's Program designed to identify program weaknesses. Proposal included a recommendation for a more active role by wings and National Headquarters in Inspections; to customize attention more in managing risk; to concentrate on mission critical elements by streamlining the process; and a single, on-line database for scheduling and tracking Inspections.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: CAP/IG to continue work toward the achievement of the program as recommended and endorsed.

#### **4. ITEM: Removal of Rear Seats from 15-Pax Vans and Cargo Nets Installed**

COL JENSEN/SWR referred to the Safety Report and noted that one of the compelling points was to point out the potential hazards of operation of the currently configured 15-passenger vans. He added that there also have been discussions on the safety benefits of the use of cargo nets for securing cargo being transported including an indication from the Executive Director that funds could be made available for this safety issue.

**COL JENSEN/SWR MOVED and COL CARR/GLR seconded** that the National Executive Committee require removal of all rear seats from the 15-passenger vans to be completed by 1 July 2008. Also, that cargo net use for the carriage of cargo is required with National Headquarters funding the cargo nets, effective upon purchase and availability of the cargo nets. National Headquarters will update the regulations to bring these policies into effect.

There was clarification that the new vans are configured with 11 seats. Also, that the seats removed from the 15-passenger vans need to be retained.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policies, notification to the field, and change to CAP regulations.

#### **5. ITEM: Change to CAP Certificate 48, Mishap-free**

COL CARR/GLR referred to Safety Certificates that are sent Wings that have a mishap-free year. The recommendation is that the CAP Certificate 48 be changed to include units with timely reports, thereby not preventing units from reporting due to mishaps—timely reporting would earn the certificate.

**COL CARR/GLR MOVED and COL PEARSON/PCR seconded** that the NEC approve a change to CAP Certificate 48, Mishap-Free, to include units with timely reports. Also, the CAP Certificate 48 will be renamed.

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There was concern expressed that getting a certificate for just reporting on time may diminish the incentive to be mishap-free. The Safety Officer stated that 30 percent did not report, meaning that 70 percent are either mishap-free or reported in a timely manner. The change hopefully would improve reporting in both areas. There was a suggestion that the revised certificate include a notation: "Accident-free Year" vs. "Safety Compliant Year."

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAP Certificate 48.

### **6. Change to FY08 Corporate Budget to Expand Use of Vanguard Funds**

COL WEISS/NFO added an item not included in the Finance Committee Report.

**COL WEISS, CHAIRMAN, FINANCE COMMITTEE, MOVED** that the National Executive Committee approve expanding the use of "Vanguard" funds by prioritizing them for training centers and also using them for unfunded programs, effective immediately.

BRIG GEN COURTER noted that in a training center implementation report to a previous board there was a requirement for the commander to appoint an ad hoc committee to evaluate the training center concept and specifics. That committee has never been created so the commander named Col Moody, Chairperson, and stated that members will be added.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Change to FY08 Corporate Budget, and naming committee members to the training center ad hoc committee

**COL MOODY/NC MOVED and COL CARR/GLR seconded** that the National Executive Committee adjourn.

### **THE MOTION CARRIED**

**THERE WAS A CLOSED EXECUTIVE SESSION.**

**THE NATIONAL EXECUTIVE COMMITTEE ADJOURNED AT 1710,  
SATURDAY, 3 MAY 2008.**

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### ADMINISTRATIVE/ANNOUNCEMENTS

1. Brig Gen Courter expressed appreciation to those members viewing on the internet, giving the NEC members an opportunity to share the work being conducted at the board meeting.
2. Brig Gen Courter welcomed the entire National Executive Committee, and Board of Governors members Maj Gen Richard Bowling, Chairman, Col John Tilton, Member-at-Large, as well as Col Jay Hughes, GA WG/CC. She especially noted the presence of NEC member Col Russell Hodgkins, USAF, Commander, CAP-USAF, and his vice commander, Lt Col Ward.
3. Brig Gen Courter also welcomed Senior Advisors, Col Skip Guimond, and Col Joe Vazquez (representing Col Andy Skiba), and the Safety Officer, Col Lyle Letteer. She also acknowledged the presence of the Executive Director, Mr. Don Rowland and all of the National Headquarters Directors and some of their staffs. Gen Courter expressed appreciation for the hard work and great support of the Senior Advisors, the National Headquarters Executive Director and staff, and the CAP-USAF Commander and staff.
4. During the NEC meeting, the following update briefings were presented:
  - a. National Commander and Executive Director
  - b. CAP-USAF/CC
5. Brig Gen Courter announced the leader forum held during the morning on Friday where the NEC worked on some of the long-term objectives and initiatives that the organization plans to take forward, and which were included on the internet. Gen Courter read the list of long-term objectives where CAP is headed over the next 5 to 7 years:
  - a. CAP provides the best quality training with sufficient availability to support CAP's missions.
  - b. CAP garners the highest level of public trust – accountability and credibility - across all echelons of the organization.
  - c. CAP is the “resource of choice” for agencies requiring homeland security, search and rescue, disaster relief, counter-drug, and other operational missions.
  - d. Our cadets are the best trained and most experienced youth leaders in the United States.
  - e. Our adults are the best trained and most experienced set of volunteer leaders in the United States.
  - f. CAP is recognized as the leader in air and space education both to our members and to the general public.
  - g. CAP is well known for each of our missions.
  - h. CAP has a diverse and adequate base of financial sources, and
  - i. CAP is one of the 100 Best Volunteer Organizations in the United States and it is easy for our members to work within CAP.
6. Brig Gen Courter, in response to a question, clarified that the ORM (Operational Readiness Mission) talked about earlier by Col Letteer/SE is not mandatory for everyone

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yet, other than in wings that have made it mandatory. For every one though, she reminded that according to CAPR 62-1.3.d. once annually everyone, especially new members, does need to do an ORM review of some type—not particularly the one in the SE briefing. Also, the ORM training at the three different levels will be accomplished as feasible, and later we will make a determination how it is incorporated as recommendations or requirements.

7. Brig Gen Courter announced that for NEMS—the FEMA standard for Incident Command Training—there are a number of courses on-line (100, 200, 700, 800), and that members are working hard to make themselves compliant with the other agencies. She encouraged everyone to continue this training.

8. Brig Gen Courter also announced upcoming openings, and stated that the application process will be sent out:

(a) The Investment Committee is being formed and in addition to NEC or NB members will also include some members in the field with specific expertise.

(b) The Training Facility Funding Committee, headed by Col Rod Moody, who will be looking for members from the field.

(c) A team of National Headquarters and NEC members are working on initiatives including the Command Specialty Track and will be looking for members in the field who are interested in assisting.

(d) For those who have applied for the Logistics Officer position who will report to the Controller, this position will be filled probably within the next 10 days. The change to the Controller position has not yet been codified in the Constitution and Bylaws, but in the meantime the position of Logistics Officer can be filled.

(e) The Urban Programs Team, led by Col George Boyd, is looking for people specifically in urban centers who are interested in working with this team to develop some innovative strategies in this area.

9. Col Chitwood/CS presented the Most Valuable Player Award from the NEC or National Headquarters attending this meeting to Mr. John Salvador/NHQ Director of Missions, with congratulations. Mr. Salvador received this award last year so this year he gets the Bronze Plaque.

10. Col Chitwood/CS noted that over 9,000 members participated over the internet on Friday and over 14,000 on Saturday. He applauded Mr. Marc Huchette/NHQ Director of Program Development and his staff for making that possible and presented the Outstanding Team Member Award to Mr. Huchette.

11. Col Chitwood/CS also presented the Most Valuable Player Award for this NEC meeting to Mr. Chuck Mullin/NHQ Chief of Plans and Special Events, with congratulations.