

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D.C.

Rescinded

CIVIL AIR PATROL

OPERATIONS DIRECTIVE)
NO. 15)

NATIONAL HEADQUARTERS
WASHINGTON, MAY 12, 1942

HOURLY RATES PAID FOR AIRCRAFT ON DUTY
AT COASTAL PATROL BASES

1. General

The hourly rates paid for the use of aircraft of various horsepower on duty at Coastal Patrol Bases is announced in paragraph 2, Operations Directive No. 13, May 1, 1942. The following schedule presents the break-down of these rates showing (a) Operation and Maintenance, including such items as gasoline, lubricants, mechanical labor, and parts; (b) Depreciation; (c) Crash Insurance; and (d) Accident Insurance.

2. Schedule Showing Break-Down

<u>H.P.</u> <u>Range</u>	<u>Operation &</u> <u>Maintenance</u>	<u>Depreciation</u>	<u>Crash</u> <u>Insurance</u>	<u>Accident</u> <u>Insurance</u>	<u>Total</u>
80-120	\$ 4.44	\$ 2.50	\$ 2.25	\$.50	\$ 9.69
125-165	6.40	5.00	2.75	.50	14.65
175-200	7.32	5.00	3.25	.50	16.07
225-245	9.40	5.00	4.00	.50	18.90
250-295	10.60	6.25	5.00	.50	22.35
300-345	12.50	7.50	7.50	.50	28.00
350-395	15.30	8.75	9.00	.50	33.55
400-445	20.00	10.00	10.50	.50	41.00

By direction of National Commander JOHNSON:

Harry H. Blee

HARRY H. BLEE
Colonel, Air Corps
Training & Operations Officer

R E S T R I C T E D

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

CIVIL AIR PATROL

OPERATIONS DIRECTIVE)
NO. 15-A)

NATIONAL HEADQUARTERS
WASHINGTON, SEPTEMBER 1, 1942

Administrative Procedure for CAP Coastal Patrols

SECTION I -- GENERAL

1. The following publications of this Headquarters pertaining to the operations of CAP Coastal Patrols are hereby rescinded and will be removed from the files.

a. Operations Directive No. 22, June 3, 1942, Information Pertaining to Task Force Operations.

b. Operations Directive No. 21, June 2, 1942, Carrying Passengers in Coastal Patrol Airplanes.

c. Operations Directive No. 20-A, June 10, 1942, Visitors at Coastal Patrol Bases.

d. Operations Directive No. 18, May 23, 1942, Uniform Regulations Civil Air Patrol Task Forces.

e. Letter, June 8, 1942, Communications and Reports Forwarded to I Ground Air Support Command.

f. Letter, June 4, 1942, Accident Reports - Coastal Patrol Operations.

g. CLI-7, May 19, 1942, Reports from Coastal Patrol Bases.

2. All Directives pertaining to CAP Coastal Patrols are classified as "Restricted" and their distribution is limited to Civil Air Patrol Command and Staff Officers for use in the performance of official duties. These Directives will not be quoted, published, or otherwise made available to anyone unauthorized to receive them nor to the public.

SECTION II -- CORRESPONDENCE, HOW CONDUCTED

1. Unless otherwise indicated, the word "communication" as used hereinafter includes official letters, memorandums, reports, indorsements, telegrams, teletype messages and radiograms.

2. Routine correspondence will be prepared by CAP Coastal Patrols in accordance with the provisions of Training Directive No. 29,

this Headquarters, April 8, 1942, "Military Correspondence, How Conducted," and Operations Directive No. 27, this Headquarters, August 25, 1942, "Preparation of Messages for Dispatch via Electrical Means," copies of which will be furnished as necessary.

3. Reference paragraph 11, Training Directive No. 29, the heading of each communication will be in the following form:

CIVIL AIR PATROL
CAF Coastal Patrol No. _____

(Location)
(Date)

No designation of the Headquarters other than that listed above will appear in the heading of any communication. If the communication is a letter, the word "Subject," followed by the word "To" on the second line below, will appear on the upper third of the page in addition to the designation listed above.

4. Heading. Communications and reports will be addressed to the Commanding Officer of a Command, or a staff officer if so indicated, by official designation only and not by name. Example:

Subject: S-2, S-3 Periodic Report.

To: Commanding General, I Bomber Command
Mitchel Field, New York

Subject: Appointment of Officers.

To: National Commander, Civil Air Patrol
Washington, D. C.

Subject: Delayed S-2, S-3 Periodic Report.

To: Operations Officer, Civil Air Patrol
Washington, D. C.

5. Signatures to communications and reports will be as prescribed by paragraph 13, Training Directive No. 29, and will include the following:

(Name Signed)

(NAME TYPED)

(Rank) Civil Air Patrol
Commanding.

If the signature is that of a subordinate, the above will be modified accordingly. Ordinarily, communications and reports emanating from Coastal Patrols will be signed by the Commanding Officer.

6. All S-2, S-3 Periodic Reports will be signed by the Coastal Patrol Commander, or, in his absence, by the officer succeeding him in command.

7. All communications should be as brief as is consistent with clarity. Complimentary salutations, words, phrases, endings and all other extraneous matter will be eliminated. Communications will be in the form of letters whenever this method will accomplish satisfactory results. Telegraph, Radio and Teletype should be reserved for handling of urgent matters and making reports specifically required to be transmitted by this means.

SECTION III --USE OF TELEGRAPH,
TELETYPE AND LONG DISTANCE TELEPHONE CIRCUITS

1. Instructions governing the use of Telegraph, Teletype and Long Distance Telephone Circuits are set forth in Operations Directive No. 27, "Preparation of Messages for Dispatch Via Electrical Means," and GM-42, "Restricted Use of Long Distance Telephone Service." However, it is apparent that in many cases individuals use the emergency circuits with little or no regard for any consideration other than the convenience thus afforded. Every commander must bear in mind that careless and indiscriminate use of the emergency circuits impedes the war effort by tying up facilities which already are seriously overloaded by essential military requirements. The emergency circuits will be used only when a situation is of such gravity as to place the use of such circuits in the category of a "military necessity."

2. Listed below are some of the practices to be eliminated as well as rules to be followed in the use of the emergency circuits.

a. Do not waste valuable time inquiring about the health of the other party.

b. Do not drag out conversations by repeating requests for information which the other party obviously does not have.

c. Avoid holding up lines while consulting with members of your staff.

d. Do not attempt to hasten solution of problems already under consideration by making repeated calls in regard to them. This headquarters must determine the relative importance of hundreds of daily details.

e. In transmitting messages via electrical means edit each to insure maximum use of authorized abbreviations and elimination of every word not essential to clarity. Adhere rigidly to instructions pertaining to address and signature on messages.

f. When telephoning, have well in mind the matter to be taken up; present it in the shortest time possible; then conclude your conversation immediately.

g. Make sure that every person charged with the preparation of messages is familiar with the publications listed in paragraph one, above. If necessary, request additional copies.

SECTION IV -- OPERATIONS ORDERS

1. All flights performed by aircraft assigned to a CAP Coastal Patrol will be authorized by operations orders issued by direction of the Commanding Officer. Operations orders may be written or posted in the form of a schedule on the operations board. In either case the Commanding Officer is strictly responsible for a clear understanding, by all personnel concerned, of each order issued. OCF Form No. 607, Daily Operations Report, when executed and signed by the Coastal Patrol Commander, is a complete record of all flights performed on a particular day and is a certification that all flights so reported were authorized by operations orders.

SECTION V -- INFORMATION PERTAINING TO OPERATIONS

1. All information pertaining to CAP Coastal Patrols is hereby officially classified as "Restricted Information" and will at all times be safeguarded as such. All correspondence, reports, and other documents having to do with said operations will be handled in the manner prescribed in Training Directive No. 14 - Safeguarding Military Information, copies of which will be furnished as necessary.

2. Coastal Patrol Commanders will see that all personnel on duty with their commands and any visitors who may be admitted to Coastal Patrol bases are properly instructed in this regard and that they are warned that all information pertaining to Coastal Patrols shall be held in the strictest confidence at all times and that such information shall not be discussed with or in the presence of unauthorized personnel or otherwise divulged to anyone unauthorized to receive it, including members of their families.

3. No statements, interviews, releases, magazine articles or other information pertaining to Coastal Patrols will be given to the press or otherwise made available to the public except upon written authorization from National Headquarters. All requests for such material will be referred to National Headquarters.

4. Violations of the foregoing instructions will result in immediate dismissal from the Civil Air Patrol and/or such court procedure under the Espionage Act as the Government of the United States may deem necessary and proper.

SECTION VI -- VISITORS TO COASTAL PATROLS

1. Operations at Coastal Patrol bases are of such a nature as to necessitate placing said bases under armed guard and precluding therefrom all visitors excepting those whose presence is necessary in the conduct of official business. Said official visitors, excepting (a) officers representing the armed forces and presenting proper credentials and (b) Civil Aeronautics Administration inspectors and Civil

Aeronautics Board investigators presenting proper credentials, will be admitted only on written authorization from National Headquarters.

2. Application for such written authorization for Civil Air Patrol personnel will be made through Wing Commanders who will forward to National Headquarters only such applications as in their opinion are absolutely necessary in the conduct of official business.

3. The term "Visitors" does not include tradesmen and representatives of business firms admitted to a base by a Coastal Patrol Commander for the transaction of necessary business incident to the operation of the base. However, the Coastal Patrol Commander is responsible for the identity and conduct of each such person admitted to his base and will take proper action in accordance with the provisions of Section V, above. Said persons will be admitted only to such parts of the bases as said necessary business may require.

SECTION VII - CARRYING PASSENGERS IN COASTAL PATROL AIRPLANES

1. No passengers will be carried in Civil Air Patrol airplanes while engaged on Coastal Patrol Missions except Civil Air Patrol personnel regularly assigned to and actively engaged in these operations. Under no circumstances will visitors to Coastal Patrol Bases be carried as passengers in such airplanes.

SECTION VIII -- UNIFORM REGULATIONS

1. All personnel receiving an assignment to a Coastal Patrol will report to the Commander thereof in the prescribed Civil Air Patrol uniform. While on duty with a Coastal Patrol, such personnel will wear the prescribed Civil Air Patrol uniform. The wearing of any uniform other than that prescribed for the Civil Air Patrol by such personnel is strictly prohibited. Each Coastal Patrol Commander is responsible for the enforcement of the provisions of this section.

SECTION IX -- ACCIDENT REPORTS

1. In cases of forced landings in the water or other serious accidents in connection with Coastal Patrol operations, the Coastal Patrol Commander or the officer acting for him will immediately notify National Headquarters by telegraph or telephone, giving a brief resume of available information, including make, model and NC number of airplane and names and serial numbers of the crew.

2. National Headquarters will be similarly advised of any subsequent important developments incident to such accidents, as circumstances may dictate.

3. As soon as possible after any such accident, a written report will be dispatched to National Headquarters by the Coastal Patrol Commander giving all available information regarding the accident in the manner prescribed in Operations Directive No. 26, Accident Reports - CAP Coastal Patrols, to be issued by this Headquarters.

SECTION X -- REPORTS FROM COASTAL PATROLS

1. No reports of any kind from CAP Coastal Patrols will make any reference whatsoever to friendly surface vessels unless it has been definitely determined that said vessels are in distress.

2. S-2, S-3 Periodic Reports will include information as to friendly naval and military aircraft observed. This information will be included in said reports under Section E - Military Aircraft Observed.

3. a. The prescribed Periodic Reports forwarded to the I Bomber Command, Mitchel Field, New York and the carbon copies thereof forwarded to National Headquarters will in each case be enclosed in an inner and an outer envelope. Such reports will be protected by a cover sheet, or a method of folding, from direct contact with the inner envelope. The inner envelope will be sealed and addressed in the usual manner, but plainly marked "CONFIDENTIAL" so that the notation will be seen when the outer envelope is removed. The outer envelope will be sealed and addressed in the usual manner, but will bear no notation to indicate the confidential nature of its contents.

b. Two carbon copies of each S-2, S-3 Periodic Report will be forwarded to National Headquarters by each Coastal Patrol Commander. In checking these reports, it has been found that in some cases the NC numbers of airplanes are incorrectly listed or omitted. The NC number must be listed correctly and must be carried on every report as long as the airplane concerned is available for service even though the airplane is temporarily away from its base. If an airplane is permanently removed from its base, the procedure outlined in paragraph 4, below, will be followed.

(stipulate (A) furnished)

4. a. Procedure set forth in paragraph 4, letter, National Headquarters, August 27, 1942, Subject "OCD Form No. 630," Availability of Aircraft for Active Duty, will be continued, except that Form No. 630 will be prepared in duplicate.

b. When any airplane is removed permanently from service with a Coastal Patrol, the duplicate copy of the OCD Form No. 630, which was made out upon its arrival, will be returned to National Headquarters within 24 hours. Under Item 12, OCD Form No. 630, will be entered the reason for such permanent removal from service. Items 1 to 11, inclusive, will not be altered.

c. A duplicate set of forms as prescribed by paragraph 2 b., letter, National Headquarters, August 27, 1942, Subject "OCD Form No. 630," Availability of Aircraft for Active Duty, will be prepared as soon as possible after departure of the airplane. The original Form No. 630 will be forwarded to this Headquarters and the duplicate will be retained in the Coastal Patrol files.

SECTION XI -- TRANSFER OF SERVICE RECORDS

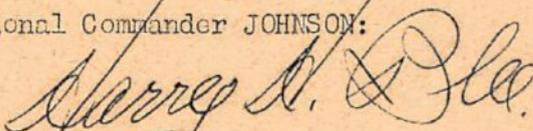
1. The CAP Service Record of an individual assigned to active duty with a Coastal Patrol will be transferred from the files of his CAP unit to the files of the Coastal Patrol to which he is assigned. The following method will be followed:

a. When a member of CAP receives an assignment to active duty with a Coastal Patrol he will so inform his unit commander. The letter will provide the assigned member with his Service Record in a sealed envelope which will be delivered to the Coastal Patrol Commander upon arrival.

b. The Coastal Patrol Commander will acknowledge receipt of the Service Record, by letter, direct to the unit commander. This letter will be retained in the unit file until the assigned member is released from active duty and returns to his unit.

c. The Coastal Patrol Commander will enter on the Service Record such remarks as are necessary to indicate the length of the tour of duty, the duty assignments performed, and the manner of performance. When the individual leaves the Coastal Patrol permanently, the Coastal Patrol Commander will forward the Service Record direct to the unit commander by mail. The individual leaving the Coastal Patrol will not be provided with his Service Record for delivery to the unit commander.

By direction of National Commander JOHNSON:



HARRY H. BLEE
Colonel, Air Corps
Operations Officer

