

C O N F I D E N T I A L

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

CIVIL AIR PATROL

OPERATIONS DIRECTIVE)
NO. 32)

NATIONAL HEADQUARTERS
WASHINGTON, NOVEMBER 10, 1942

CAP SOUTHERN FRONTIER LIAISON PATROL

1. General Policy

a. The CAP Southern Frontier Liaison Patrol will be established and maintained by National Headquarters, Civil Air Patrol, for the Southern Defense Command under authority granted by Headquarters Army Air Forces.

b. The Southern Defense Command will issue through National Headquarters, Civil Air Patrol, instructions defining areas to be covered, missions to be performed, and procedure to be followed by the CAP Southern Frontier Liaison Patrol.

c. Operations will be conducted by the Civil Air Patrol under the supervision of the Southern Defense Command and in accordance with instructions from the Southern Defense Command. The Southern Defense Command will meet any special tactical situations that may arise by issuing such instructions as may be necessary direct to the commanding officers of the CAP Liaison Patrol Bases.

d. All CAP Liaison Patrol Bases will function under the command of National Headquarters and all directives, orders, and instructions issued to said Liaison Patrol Bases, except instructions issued to said Bases by the Southern Defense Command to meet any special tactical situations that may arise, will be issued by or through National Headquarters. Commanding officers of Liaison Patrol Bases will receive instructions from no other sources.

e. Commanding officers of all CAP Liaison Patrol Bases will be appointed by the National Commander, Civil Air Patrol.

2. Designation of Bases and Units

a. The operations covered by this directive will extend along the Southern Frontier from Brownsville, Texas to the Eastern Boundary of Arizona. These operations will be conducted from two main bases, which will be located at Laredo, Texas and El Paso, Texas.

b. The unit based at Laredo, Texas will be designated as CAP Liaison Patrol No. 1 and will handle patrol operations from Brownsville, Texas to Del Rio, Texas.

- 1 -

C O N F I D E N T I A L

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

g. The unit based at El Paso, Texas will be designated as CAP Liaison Patrol No. 2 and will handle patrol operations from Del Rio, Texas to the Eastern Boundary of Arizona. This unit will operate a Sub-Base at Del Rio, Texas, and a Reconnaissance Base at Marfa, Texas.

3. Organization

Said CAP Liaison Patrols will be organized under the following Tables of Organization which represent the maximum authorized strength for each unit. The number of personnel and number of airplanes of each category will be determined by operating requirements, and will be held to the minimum consistent with said requirements. In no case will the number of personnel or the number of airplanes in each category exceed the authorized maximum shown in said tables, except upon written authorization from National Headquarters.

4. Table of Organization (Maximum Strength)

CAP Liaison Patrol No. 1.

a. Personnel

<u>Functional Title</u>	<u>Rank</u>	<u>Total</u>
(1). Commanding Officer	Captain	1
(2). Operations Officer	1st. Lieut.	1
(3). Engineering Officer	1st. Lieut.	1
(4). Intelligence Officer	1st. Lieut.	1
(5). Pilot	1st. Lieut.	10
(6). Flight Surgeon	1st. Lieut.	1
(7). Asst. Intelligence Officer	2nd. Lieut.	1
(8). Airdrome and Supply Officer	2nd. Lieut.	1
(9). Observer		10
(a). Pilot Observer	2nd. Lieut.	
(b). Non-pilot Observer	Flight Officer	
(10). Radio Mechanic		
(a).	Master Sgt.	1
(b).	Tech. Sgt.	1
(11). Radio Operator		
(a).	Tech. Sgt.	1
(b).	Staff Sgt.	1
(12). Mechanic		
(a).	Master Sgt.	1
(b).	Tech. Sgt.	1
(c).	Staff Sgt.	2
(13). Apprentice Mechanics and Servicemen		
(a).	Corporal	2
(b).	Pvt. 1st. Cl.	2
(14). Administrative Section Head	Master Sgt.	1

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

(15).	Plotting Board Operator	Sergeant	2
(16).	Clerk-Typist	Corporal	3
(17).	Guard		
	(a).	Sergeant	3
	(b).	Corporal	3
	(c).	Private	<u>10</u>
		Aggregate	61

b. Airplanes

(1)	Airplanes of less than 90 h.p. for patrol	10
(2)	Airplanes of 145 h.p. or over for patrol	<u>3</u>
	Aggregate	13

c. Ground Radio

(1)	Transmitter	1
(2)	Receiver	1

5. Table of Organization (Maximum Strength)

CAP Liaison Patrol No. 2

a. Personnel

<u>Functional Title</u>	<u>El Paso</u>	<u>Del Rio</u>	<u>Mar- fa Rank</u>	<u>Total</u>
(1). Commanding Officer	1		Captain	1
(2). Operations Officer	1		1st. Lt.	1
(3). Engineering Officer	1		1st. Lt.	1
(4). Intelligence Officer	1		1st. Lt.	1
(5). Asst. Opm. Officer		1	1st. Lt.	1
(6). Pilot	19		1st. Lt.	19
(7). Flight Surgeon	1		1st. Lt.	1
(8). Asst. Eng. Officer		1	2nd. Lt.	1
(9). Asst. Intel. Officer	1	1	1 2nd. Lt.	3
(10). Airdrome & Supply Officer	1		2nd. Lt.	1
(11). Observer	19			19
(12). Radio Mechanic				
(a)	1	-	- Master Sgt.	1
(b)	1	1	1 Tech. Sgt.	3
(13). Radio Operator				
(a)	1	1	1 Tech. Sgt.	3
(b)	1	1	1 Staff Sgt.	3

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

(14).	Mechanic						
	(a)	1				Master Sgt.	1
	(b)	2	1			Tech. Sgt.	3
	(c)	3				Staff Sgt.	3
(15).	Apprentice Mechanics and Servicemen						
	(a)	1				Sgt.	1
	(b)	3	1			Corporal	4
	(c)	4	1	1		Pvt. 1st. Cl.	6
(16).	Administrative Section Head	1				Master Sgt.	1
(17).	Plotting Board Operator	2				Sergeant	2
(18).	Clerk-Typist	5	1			Corporal	6
(19).	Guards						
	(a).	2	1			Sergeant	3
	(b).	2	1			Corporal	3
	(c).	6	4			Private	<u>10</u>
						Aggregate	102

b. Airplanes

(1)	Airplanes of less than 90 h.p. for patrol	8
(2)	Airplanes of 225 h.p. or over for patrol	8
(3)	Airplanes, miscellaneous for Reconnaissance	<u>8</u>
	Aggregate	24

c. Ground Radio

(1)	Transmitters	3
(2)	Receivers	3

6. Succession of Command

a. During the absence of the Commanding Officer, the next ranking staff officer will succeed to command. Succession of command will operate according to the following relative rank of staff officers:

- (1) Operations Officer
- (2) Engineering Officer
- (3) Intelligence Officer
- (4) Assistant Operations Officer
- (5) Assistant Engineering Officer
- (6) Assistant Intelligence Officer
- (7) Airdrome and Supply Officer

h. If the Commanding Officer is away from his base for a short period of time on an informal leave of absence, or for other reasons, the assumption of command by the next ranking staff officer will be announced to all personnel of the base by the officer assuming command. Such notification may be oral or in the form of a Special Order.

g. If the Commanding Officer is authorized by National Headquarters to be away from his Base for an extended period of time, the assumption of command by the next ranking staff officer will be announced to all personnel of the Base, to National Headquarters, and to appropriate Army authorities, by the officer assuming command. Such notification will be by means of a Special Order.

7. Membership Requirement

Assignments to CAP Liaison Patrols will be limited to properly qualified members of the Civil Air Patrol holding official Membership Identification Cards. No applicants for enrollment who do not hold official identification cards will be assigned to duty with said Liaison Patrols, including temporary duty, except upon written authorization from National Headquarters. Non-members of the Civil Air Patrol will not be permitted to engage in any Liaison Patrol activities.

8. Active Duty Oath

Each person serving in any capacity with CAP Liaison Patrols will be required to execute the following Active Duty Oath, which will be filed with the Commanding Officer immediately upon reporting for duty, and which will be retained in the files of the Base. Copies of said Active Duty Oath will be supplied by the Commanding Officer.

"I, a member of the Civil Air Patrol, an agency of the United States of America, having been assigned to active duty with Civil Air Patrol hereby voluntarily enlist subject to any and all orders of the National Commander of Civil Air Patrol to a term of continuous active service for the term of _____ months, commencing _____ 194_, and I hereby agree to be available for duty continuously and at all times during said term.

During said term and any extension thereof, I do solemnly swear that I will bear true faith and allegiance to the United States of America; that I will serve them honestly and faithfully against all their enemies whomsoever; that I will fully and faithfully perform all duties assigned to me and obey the orders of the President of the United States and the orders of the officers appointed over me subject to the rules and Articles of War.

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

In the event that I shall not report or be available for active duty at any time during said term or any extension thereof which I shall voluntarily undertake, or if I shall not faithfully and fully perform all duties assigned to me, I hereby consent to the revocation and cancellation of my license to own, operate and service any aviation and radio equipment."

9. Requisitions for Personnel and Airplanes

Requisitions for assignment and replacement of personnel and airplanes for Liaison Patrols will be submitted to National Headquarters, or the designated representative thereof, by Liaison Patrol Commanders. Said requisitions will be submitted in writing.

10. Assignment of Personnel

a. All assignments of personnel to Liaison Patrols will be made by National Headquarters and will be covered by Special Orders issued by this Headquarters. No Per Diem payments or Travel Allowances will be made to any personnel assigned to Liaison Patrols unless said assignments have been made by National Headquarters. Orders terminating assignments to Liaison Patrols will be issued by National Headquarters.

b. The assignment and reassignment of individuals within said Liaison Patrols will be effected by Special Orders issued by Liaison Patrol Commanders. Said assignments will be made only to such positions as are herein set forth in paragraphs 4 and 5, Tables of Organization, (Maximum Strength). Forms for such orders will be substantially as follows:

CIVIL AIR PATROL
CAP Liaison Patrol No. _____

Special Orders } (Location) _____
No. } (Date) _____

1. (First Name) (Middle Initial) (Last Name) (Serial No. _____), Squadron No. _____, Wing No. _____, having reported to this Headquarters pursuant to paragraph No. _____, Special Orders No. _____, National Headquarters, Civil Air Patrol, dated _____, is hereby assigned to duty as (designation of position listed in Table of Organization), effective _____ (date) _____.
(Name Signed)

Dist: (NAME TYPED)
2-- Nat'l Hq. (Rank) _____ Civil Air Patrol
1 - (Individual (s) Named in order) Commanding
1 - File

g. Orders issued by Liaison Patrols effecting changes in duties and assignments of personnel, will be marked for distribution so as to include the following, as indicated in the model Special Orders given in paragraph 10 b above: 2 copies, National Headquarters; 1 copy to each individual named in order; 1 copy, Liaison Patrol file.

11. Command and Staff Officers

The Liaison Patrol Commander is required to be a pilot or former pilot. The Operations Officer and the Assistant Operations Officers are required to be pilots meeting all the requirements hereinafter set forth in paragraph 12. The Engineering Officer, the Intelligence Officer, the Assistant Engineering Officer, the Assistant Intelligence Officer, and the Airdrome Officer are not required to be pilots, but pilots are preferred for these assignments.

12. Pilots.

a. All pilots assigned to duty as Pilots or Pilot-Observers with Liaison Patrols will be required to hold a currently effective Civil Aeronautics Administration Airman Certificate of the grade of Private Pilot, or higher, and to possess the following qualifications:

- (1) Shall have officially logged a minimum of 200 hours as a pilot.
- (2) Shall hold a currently effective Federal Communications Commission Restricted Radiotelephone Operator Permit.
- (3) Shall have a practical working knowledge of air navigation and be skilled in the use of the air navigation computer in the solution of ground-speed and radius-of-action problems and in the calculations involved in the preparation of complete flight plans.

b. Before making final assignments, Liaison Patrol Commanders will verify the qualifications of each pilot and make certain that such pilot has the necessary ability to perform the duties to be assigned.

13. Observers

a. Observers assigned to Liaison Patrols are not required to be pilots, but pilot-observers are preferred. All observers will be required to possess the following qualifications:

- (1) Shall have officially logged a minimum of 30 hours of solo flying as a student pilot or a minimum of 30 hours as an observer on air missions.
- (2) Shall hold a currently effective Federal Communications Commission Restricted Radiotelephone Operator Permit.
- (3) Shall have a practical working knowledge of air navigation and be skilled in the use of the air navigation computer in the solution of ground-speed and radius-of-action problems and in the calculations involved in the preparation of complete flight plans.

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

b. Before making final assignments, Liaison Patrol Commanders will verify the qualifications of each observer and make certain that such observer has the necessary ability to perform the duties to be assigned.

c. Observers will be given no assurance of any kind that they will be afforded opportunity to serve as pilots.

14. Flight Surgeons

a. The Commanding Officer of each Liaison Patrol will endeavor to enlist the interest of a reputable local physician and surgeon in making application for membership in Civil Air Patrol incident to assignment as Flight Surgeon at the Liaison Patrol Base. Said assignments will be made by National Headquarters on the recommendations of the Liaison Patrol Commanders.

b. Flight Surgeons will be available on call for emergency service in case of accidents and will make regular semi-monthly inspections of sanitary and living conditions and first-aid facilities and of the general health and physical fitness of the personnel on duty at the Bases. Said inspections will in each case be covered by a written report which will be submitted to the Base Commander in duplicate, one copy to be retained in the Base file and one copy to be forwarded to National Headquarters.

c. Flight Surgeons will be required to become thoroughly familiar with all material presented in War Department Technical Manual (TM 1-705) - Physiological Aspects of Flying and Maintenance of Physical Fitness - copies of which may be obtained from National Headquarters.

d. Flight Surgeons may receive an allowance of \$8.00 for each such semi-monthly inspection and for each day they are called to the Bases for said emergency service in case of accidents.

e. In cases where a reputable physician and surgeon is on duty with a Liaison Patrol in one of the staff or flight assignments, he may be assigned to act as Flight Surgeon in addition to his regular assignment. In such event, his per diem allowance will be at the rate of \$8.00 even though the per diem allowance corresponding to his regular assignment is at a lower rate. (See Paragraph 25h hereof).

15. Mechanics

On account of the limited number of certificated A & E Mechanics available for assignment to Liaison Patrols, it may be impossible to assign more than one such mechanic to a Patrol, the remaining mechanics being men who are not certificated but who are qualified to do the work under the direction of the certificated mechanic. The Engineering Officer or the Assistant Engineering Officer may be the certificated A & E Mechanic.

- 8 -

C O N F I D E N T I A L

16. Guards

a. An armed guard will be organized at each Liaison Patrol base to provide for the safety and security of property and buildings within the jurisdiction of the Liaison Patrol established at the base. Said armed guard will be on duty twenty-four (24) hours per day, seven (7) days per week and will function on three 8-hour shifts or other equivalent schedule. The number of men assigned to the guard will in all cases be held to the minimum consistent with safety and security. Except on written authorization from National Headquarters, the number of men so assigned will in no case exceed the total herein set forth in the Tables of Organization.

b. Guards will be armed with such firearms as circumstances may dictate and will be equipped with police whistles and focusing flashlights.

c. At all times during their tours of duty (shifts), guards will be armed and on the alert and will maintain a moving patrol over assigned areas in such manner as may be prescribed by the Base Commander.

17. Assignment of Women

The assignment of women to Liaison Patrols will be restricted to the following categories: Radio Operators, Administrative Section Head, Plotting Board Operators, and Clerk-Typists. In no case will women be used as Pilots or Observers or assigned to any positions with the ground element other than those herein specifically authorized.

18. Minimum Period of Assignment

Assignments of personnel and airplanes to Liaison Patrol Duty will be limited to personnel and airplanes available for such duty for periods of not less than ninety (90) consecutive days. Personnel and airplanes available for less than said prescribed minimum period will under no circumstances be assigned to such duty.

19. Reassignments

Personnel and airplanes assigned to Liaison Patrols are subject to re-assignment from one Liaison Patrol to another by National Headquarters at any time, as the situation may require.

20. Assignment of Airplanes

All assignments of airplanes to Liaison Patrols will be made by National Headquarters. No payments will be made for the use of any airplanes assigned to said Liaison Patrols unless said assignments have been made by National Headquarters.

21. Airplanes

a. The number of airplanes assigned to Liaison Patrol duty will in no case exceed the number herein indicated in the Tables of Authorization, except upon written authorization from National Headquarters. All airplanes assigned to Liaison Patrol duty will be required to have two-way radio-telephone, to be equipped with the usual flight instruments and to have a cruising range of not less than three hours and fifteen minutes. (A cruising range of not less than four hours is preferred.) All instruments will be required to be in proper adjustment and in good working order.

b. To determine the Hourly Rates to be paid for the use of airplanes assigned to Liaison Patrols, (See paragraph 25c hereof.), the horsepower rating (maximum, except take-off) recorded by the Civil Aeronautics Administration for each such airplane will be used. The use of higher octane fuels, changes in propeller pitch and such other methods of "scouping up" an engine, will not be considered in any way as affecting the horsepower rating or as affecting a change in the Hourly Rates.

c. All airplanes assigned to the Liaison Patrols, will be required to have a currently effective Civil Aeronautics Administration Airworthiness Certificate when reporting for duty.

d. Any airplanes which report for duty with Liaison Patrols and which do not meet all of the foregoing requirements will be rejected and will be required to return to their home stations at no expense to the Government.

e. In order to insure continuity of operations, it is desirable that airplanes report for duty with an extra propeller and an extra battery.

22. 100-Hour Inspection Required

Each airplane ordered to report for duty with Liaison Patrols will undergo a regulation 100-Hour Inspection covering the entire airplane, including the powerplant, immediately before departure from its home station and such inspection will be properly certified in the Airplane Log Books. Any airplanes reporting for duty at Liaison Patrol bases without such certified 100-Hour Inspections and/or which are found to be in an unairworthy condition will not be accepted for assignment to duty nor permitted to remain at said bases, until such certified inspections have been accomplished and/or such airplanes have been put in an airworthy condition.

23. Radio

a. Each airplane will be required to be equipped with a radiophone transmitter of at least six watts power on 3105Kc. and a radio receiver to receive in the airways band of 200-400 Kc. (It is desirable, but not required, that said receiver also receive in the medium-high frequency band, including particularly 3980 Kc.). Said radiophone transmitter should be installed with a one-quarter-wave Hertz trailing type antenna, which (for 3105 Kc.) should be

exactly seventy-five (75) feet long measured from the transmitter antenna binding post to the extreme end of the antenna. The antenna wire should be No. 10 or No. 12 gauge stranded phosphor copper.

b. There will be one low-power radio ground transmitter set up at each of the following points to control operations:

- (a) Laredo, Texas, (b) Del Rio, Texas,
- (c) Marfa, Texas, (d) El Paso, Texas.

These transmitters will operate on the frequency of 3980 Kc., assigned by the War Department. There will be at least one, and preferably two, radio ground receivers at each of these points to receive radio-phone signals on 3105 Kc. Said receivers will be equipped with loud-speakers. Special instructions will be issued to each Liaison Patrol base by National Headquarters covering ground radio installations.

c. The radio station operated by CAP Coastal Patrol No. 12, Brownsville, Texas, will handle CAP Liaison Patrol radio communications at this point.

d. Arrangements will be made to provide radio converters for installation in airplanes equipped with radio receivers designed to operate only in the airways band of 200 - 400 Kc. in order that said airplanes may also receive on 3980 Kc.

24. Priorities

In cases where suitable airplanes have definitely been made available for Liaison Patrol duty and arrangements have been completed for them to be assigned to such duty for periods of ninety (90) or more consecutive days, National Headquarters will assist the owners of said airplanes in obtaining Priorities (Preference Rating Certificates) from the War Production Board for the purchase of aircraft instruments, radio, and other equipment and accessories necessary to meet the foregoing requirements.

25. Reimbursement Schedules

a. Reimbursement Schedules setting forth the Per Diem Allowances for personnel on duty with CAP Liaison Patrols and the Hourly Rates and Stand-by Allowances paid for the use of aircraft assigned to the Liaison Patrols, are presented herein. Said Per Diem allowances for personnel and said Hourly Rates and Stand-by Allowances for the use of aircraft are the only allowances made by the Government to cover living expenses and personal services of personnel and expenses, both tangible and intangible, incident to the operation, inspection, maintenance, overhaul, repair, depreciation, replacement and insurance of aircraft on duty with CAP Liaison Patrols.

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

b. Per Diem for Personnel - The following Per Diem Schedule will apply to all personnel on duty at Liaison Patrol bases until further notice:

(1)	Commanding Officer.....	\$10.00
(2)	Operations Officer.....	8.00
(3)	Engineering Officer.....	8.00
(4)	Intelligence Officer.....	8.00
(5)	Assistant Operations Officer.....	8.00
(6)	Pilots (Including pilot-observers).....	8.00
(7)	Flight Surgeon.....	8.00
(8)	Assistant Engineering Officer.....	7.00
(9)	Assistant Intelligence Officer.....	7.00
(10)	Airdrome & Supply Officer.....	7.00
(11)	Observers (Non-pilot).....	7.00
(12)	Radio Mechanics.....	7.00
(13)	Radio Operators.....	7.00
(14)	Mechanics.....	7.00
(15)	Administrative Section Head.....	6.00
(16)	Plotting Board Operators.....	5.00
(17)	Clerk Typists.....	5.00
(18)	Apprentice Mechanics and Servicemen.....	5.00
(19)	Guards.....	5.00

NOTE: The Per Diem Allowances set forth in the foregoing schedule will apply for each day personnel are on duty at Liaison Patrol Bases. In cases of personnel on duty for periods of thirty or more consecutive days, said Per Diem Allowances will also apply for one rest day per week during such period. Rest days will not be cumulative.

c. Hourly Rates for Aircraft--Until further notice, the following Hourly Rates will be paid for the use of aircraft at Liaison Patrol Bases:

H.P. Range	Operation & Maintenance	Crash Depreciation	*Accident Insurance	Liability	Total	
50-60	\$ 2.50	\$ 2.00	\$0.50	\$0.166	0.10	\$ 5.266
65-75	2.70	2.50	0.667	0.166	0.10	6.133
80-120	4.40	3.50	1.50	0.166	0.10	9.666
125-165	6.40	5.00	1.833	0.166	0.10	13.499
175-220	7.40	5.00	2.166	0.166	0.10	14.832
225-245	9.40	5.00	2.666	0.166	0.10	17.332
250-295	10.60	6.25	3.333	0.166	0.10	20.449
300-345	12.50	7.50	5.00	0.166	0.10	25.266
350-395	15.30	8.75	6.00	0.166	0.10	30.316
400-445	20.00	10.00	7.00	0.166	0.10	37.266

* The figures presented in the Accident Insurance column of the foregoing schedule represent the hourly premium charge for accident insurance for Civil Air Patrol pilots only. In case the crew consists of two Civil Air Patrol members, add \$0.166, making the premium for accident insurance \$0.332 per hour and a corresponding increase in the total.

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

d. Stand-by Allowances for Aircraft--Until further notice, the following stand-by allowances will be paid each day for the use of aircraft on duty at Liaison Patrol bases or dispatched therefrom on missions elsewhere:

<u>H.P</u> <u>Range</u>	<u>Daily Allowance</u>
50-60	\$.15
65-75	.20
80-120	.45
125-165	.55
175-220	.65
225-245	.80
250-295	1.00
300-345	1.50
350-395	1.80
400-445	2.10

NOTE: The standby allowance for the use of each airplane will be paid each day (including the day the plane takes off from its home station under orders to report for duty at a Liaison Patrol base until the plane returns to its home station at conclusion of service) regardless of whether the aircraft is engaged in flight and will compensate the owner for the premium for Ground Insurance required under paragraph 26 c hereof.

e. All Per Diem and Airplane Vouchers will be submitted to National Headquarters as of the fifteenth and last day of each month. Stand-by Allowance Vouchers will be submitted to National Headquarters as of the last day of each month. No vouchers calling for payments in excess of the rates scheduled herein will be approved, nor will payments be approved for personnel or airplanes exceeding the authorized strength.

f. Daily operations reports on OCD Form No. 607, which will be furnished by National Headquarters, will be submitted to National Headquarters in duplicate. Such reports will be signed by the Liaison Patrol Commanders and will set forth the required information for each day of operation. In the column headed "Pilot," there will be included not only the name of the Pilot but also the name of the Observer taking part in the flight.

26. Required Insurance

a. The insurance required on all Liaison Patrol operations is hereinafter set forth and no aircraft will be put in service on said operations until such insurance has been secured by the completion of an appropriate application form. Even though no application form has been completed, all types of insurance are in effect from the time a plane leaves its home station under orders to

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

report to Liaison Patrol base but in each instance the appropriate application form shall be executed by each aircraft owner or his agent and by all flying personnel immediately upon arrival at the Liaison Patrol base. The details of the various types of insurance and the procedures to be followed in connection therewith will be set forth in General Memorandum No. 61 which will be issued by this Headquarters.

b. Crash, Accident and Liability Insurance - The premium for all three types of insurance will be paid from the aircraft allowances herein set forth in the schedule presented in paragraph 25 c. The hourly premium charge for these three types of insurance issued in connection with the operation of aircraft of the various horsepower ranges will be as listed in said schedule.

c. Ground Insurance - The premium for Ground Insurance on each aircraft on duty at Liaison Patrol bases or dispatched therefrom on missions elsewhere (including the day the plane takes off from its home station under orders to report for duty at a Liaison Patrol Base until the plane returns to its home station at conclusion of service) will be paid from the Stand-by Allowances herein set forth in the schedule presented in paragraph 25d which is exactly sufficient to cover such premium.

d. Questions Regarding Schedules - Any questions regarding schedules or other requirements set forth herein will be referred to National Headquarters for a decision before any commitments are made by Liaison Patrol Commanders.

27. Travel Allowances

The Travel Allowances for personnel and airplanes ordered to duty with Liaison Patrols and the procedure to be followed in submitting vouchers therefor will be set forth in Operations Directive No. 19, to be issued by National Headquarters.

28. Functional Titles

In the preparation of vouchers, reports and other documents and in correspondence, the only functional titles used in referring to personnel assigned to duty with Liaison Patrols will be the titles listed in the Tables of Organization herein presented.

29. Auxiliary Service Flights

Auxiliary Service Flights, such as ferrying supplies, equipment and personnel, which may be necessary for the proper conduct of official business of Liaison Patrols will, so far as possible, be performed by airplanes of less than 90 h.p.

- 14 -

C O N F I D E N T I A L

30. Special Service Flights

Except in cases of real emergency, written authorization will be obtained from National Headquarters before any airplanes assigned to Liaison Patrols are used in the performance of any Special Service Flights for other agencies. Any such Special Service Flights which may be authorized by National Headquarters will, so far as possible, be performed by airplanes of less than 90 h.p. Cases of emergency which, in the opinion of the Liaison Patrol Commander, justify a departure from the procedure herein prescribed will in each case be covered by a written report to National Headquarters setting forth in detail (a) the factors justifying such emergency action and (b) the mission performed.

31. Pilot-Observer Crews

Airplanes on patrol and reconnaissance missions will carry two-man crews consisting of pilot and observer, except when the most effective performance of said missions may otherwise dictate.

32. Cameras

No cameras will be permitted on Liaison Patrol bases or to be carried in airplanes on duty with Liaison Patrols except upon written authorization from National Headquarters or upon written or telegraphic instructions from the Southern Defense Command for the performance of specific official missions.

33. Firearms

Firearms will be carried whenever necessary to insure the safety and security of personnel, equipment and property or to insure the successful performance of operations. In accordance with the provisions of the Rules of Land Warfare, said firearms will be carried openly.

34. Civil Air Patrol Uniforms

All personnel assigned to duty with Liaison Patrols will report to the Commanders thereof in regulation Civil Air Patrol uniform and will wear regulation Civil Air Patrol uniforms while on duty. Said uniforms will have securely sewed to the outer half of the left sleeve thereof, one-half inch below the shoulder seam, the official Civil Air Patrol shoulder patch. The wearing of any uniform or insignia other than that prescribed for the Civil Air Patrol is strictly prohibited. Neckties may be omitted while performing assigned duties on Liaison Patrol bases. Under no circumstances will flight personnel be permitted to go out on any official missions in civilian clothes.

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

35. Membership Identification Cards

All personnel assigned to duty with Liaison Patrols will carry with them at all times while on duty with said Liaison Patrols their official Membership Identification Cards and copies of the Special Orders issued by National Headquarters assigning them to said duty.

36. First Aid Course for Civilian Defense

All personnel assigned to Liaison Patrols who do not hold certificates from the American Red Cross indicating that they have satisfactorily completed the First Aid Course for Civilian Defense (see Training Directive No. 4 National Headquarters - January 21, 1942) will be required by Liaison Patrol Commanders to take this course of instruction as soon as practicable after reporting for duty.

37. Infantry Drill

In order to develop precision of action, general efficiency and esprit de corps, all personnel on duty with Liaison Patrols, except technicians and administrative personnel, will devote at least one (1) hour per week to Infantry Drill, including Roll Call, Inspections, and Reviews.

38. Airplane Markings

All airplanes on duty with Liaison Patrols will display on wings and fuselage the standard airplane markings of the Civil Air Patrol as prescribed in paragraph 21, General Memorandum No. 45, this Headquarters, July 17, 1942 - Uniform, Insignia and Rank.

39. Correspondence

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

b. Routine correspondence will be prepared by CAP Liaison 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.

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

CIVIL AIR PATROL

CAP Liaison Patrol No. _____

- 16 -

(Location)

(Date)

C O N F I D E N T I A L

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C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

No designation of the H headquarters other than 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.

d. 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: 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.

e. 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 Liaison Patrols will be signed by the Commanding Officer.

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

g. 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.

40. Use of Telegraph, Teletype, and Long-Distance Telephone Circuits

a. 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.

C O N F I D E N T I A L

Operations Directive No.32

11-10-42

"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 will 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."

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

- (1) Do not waste valuable time inquiring about the health of the other party.
- (2) Do not drag out conversations by repeating requests for information which the other party obviously does not have.
- (3) Avoid holding up lines while consulting with members of your staff.
- (4) 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.
- (5) 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.
- (6) When telephoning, have well in mind the matter to be taken up; present it in the shortest time possible; then conclude your conversation immediately.
- (7) Liaison Patrol Commanders are responsible that all persons charged with the preparation of messages are familiar with the publications listed in paragraph a, above and that all the provisions thereof are carefully observed. Additional copies of said publications will be supplied upon request.

41. Operations Orders

All flights performed by aircraft assigned to a CAP Liaison 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

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

order issued. OCD Form No. 607, Daily Operations Report, when executed and signed by the Liaison 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. This report is required to be filed in duplicate each day with National Headquarters.

42. Flight Plans for Non-Patrol Flights

Flight plans are required to be filed on all flights other than tactical patrols.

43. Information Pertaining to Operations

a. All information pertaining to CAP Liaison Patrol Operations is hereby officially classified as "Confidential Information" and will at all times be safeguarded as such, in accordance with the provisions of Operations Directive No. 30, this Headquarters, October 3, 1942, -Safeguarding Military Information. All correspondence, reports, and other documents having to do with said operations will be handled in the manner prescribed in Training Directive No. 14, this Headquarters, February 28, 1942, -Safeguarding Military Information, -copies of which will be furnished as necessary.

b. Liaison Patrol Commanders will see that all personnel on duty with their commands and any visitors who may be admitted to Liaison Patrol bases are properly instructed in this regard and that they are warned that all information pertaining to Liaison 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.

c. No statements, interviews, releases, magazine articles or other information pertaining to Liaison 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.

d. 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.

44. S-2, S-3 Periodic Reports

a. A confidential S-2, S-3 Periodic Report covering the activity of each CAP Liaison Patrol for the period 2000G of the preceding day to 2000Q of the day of report will be prepared daily in the following forms:

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

Civil Air Patrol

CAP Liaison Patrol No. _____

(Location) _____
(Date) _____

Subject: S-2, S-3 Periodic Report

To: Headquarters Southern Defense Command, Smith-Young Tower, San Antonio, Texas.

- A. Period covered.
- B. Weather and visibility.
- C. Number of missions flown, hours flown and by what types of aircraft.
(Each airplane dispatched on a patrol or reconnaissance mission, whether singly or in pairs, will be classified as a separate mission).
- D. Area covered by patrol or reconnaissance missions.
- E. Enemy activities observed, in detail, giving time, place and description of enemy forces or agents, equipment and activities. (Movement, direction, and speed). Negative reports, if applicable, will be rendered.
- F. Unusual activities, to include suspicious aircraft and signals and any other out-of-the-ordinary activities observed.
- G. (1) Airplanes on hand by type and CAA license number.
(2) Airplanes out of commission by type and CAA license number with reason therefor in each case.
- H. Status of Ammunition this date, including the following:
 - (1) Receipts this date.
 - (2) Expenditures this date.
 - (3) Balance on hand.

(Name Signed)

(Name Typed)

(Rank) Civil Air Patrol
Commanding.

C O N F I D E N T I A L

Operations Directive No. 32

11-10-42

b. Copies of S-2, S-3 Periodic Reports will be forwarded daily to Headquarters Southern Defense Command, to Headquarters of the Division (Eastern or Western) of the Southern Land Frontier having jurisdiction, and to National Headquarters, Civil Air Patrol. The copies forwarded to National Headquarters will be in duplicate.

g. Said S-2, S-3 Periodic Reports will be plainly marked "CONFIDENTIAL," will be forwarded by ordinary mail and 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.

45. Accident Reports

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

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

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

46. Visitors to Liaison Patrol Bases

a. Operations at Liaison Patrol bases are of such a nature as to necessitate placing said bases under armed guard and precluding therefrom all 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.

b. 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.

- 21 -

C O N F I D E N T I A L

g. The term "Visitors" does not include tradesmen and representatives of business firms admitted to a base by a Liaison Patrol Commander for the transaction of necessary business incident to the operation of the base. However, the Liaison 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 paragraph 43 above. Said persons will be admitted only to such parts of the bases as said necessary business may require.

47. Carrying Passengers in Liaison Patrol Airplanes

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

48. Leaves of Absence

a. Personnel assigned to CAP Liaison Patrols may be granted leaves of absence on Special Orders issued by direction of the Liaison Patrol Commanders. Individuals on leave of absence cannot be paid Per Diem Allowances during such periods, as Federal Regulations prohibit per diem payments for periods when personnel are not on duty.

b. The "one rest day per week" for which provision is made in paragraph 25b. hereof is for the purpose of maintaining physical fitness. Rest days are not cumulative.

49. Transfer of Service Records

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

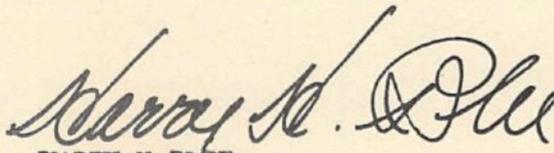
- (1) When a member of CAP receives an assignment to active duty with a Liaison Patrol he will so inform his unit commander. The latter will provide the assigned member with his Service Record in a sealed envelope which will be delivered to the Liaison Patrol Commander upon arrival.
- (2) The Liaison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

- (3). The Liaison 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 Liaison Patrol permanently, the Liaison Patrol Commander will forward the Service Record direct to the unit commander by mail. The individual leaving the Liaison Patrol will not be provided with his Service Record for delivery to the unit commander.

50. Requests for Information and Special Services

Civil Air Patrol Liaison Patrol Commanders are hereby directed to advise all agencies requesting information or special services, not specifically authorized by Letters of Instructions, Memoranda and Directives pertaining to CAP Liaison Patrol operations to address their requests to National Headquarters through their regular channels of communication.

By direction of National Commander JOHNSON.


HARRY H. BLEE
Colonel, Air Corps
Operations Officer

C O N F I D E N T I A L

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

OPERATIONS DIRECTIVE)
NO. 32)
CHANGES NO. 1)

NATIONAL HEADQUARTERS
WASHINGTON, DEC. 1, 1942

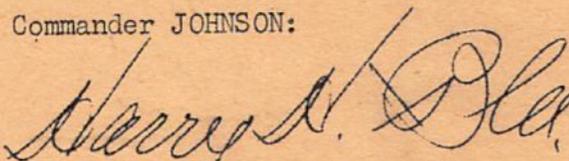
CAP SOUTHERN FRONTIER LIAISON PATROL

1. Effective this date, paragraph 46 a, Operations Directive No. 32, - CAP Southern Frontier Liaison Patrol - this Headquarters, November 10, 1942, will be changed to read as follows:

"46. Visitors to Liaison Patrol Bases

a. Operations at Liaison 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 missions. 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."

By direction of National Commander JOHNSON:



HARRY H. BLEE
Colonel, Air Corps
Operations Officer

C O N F I D E N T I A L

OFFICE OF CIVILIAN DEFENSE
WASHINGTON, D. C.

CIVIL AIR PATROL

OPERATIONS DIRECTIVE)
NO. 32)
CHANGE NO. 3)

NATIONAL HEADQUARTERS
WASHINGTON, DECEMBER 8, 1942

CAP SOUTHERN LIAISON PATROL

1. Effective this date, the designation, "CAP Southern Frontier Liaison Patrol" appearing in Operations Directive No. 32, this Headquarters, November 10, 1942, is hereby changed to read, "CAP Southern Liaison Patrol."

By direction of National Commander JOHNSON:



HARRY H. BLEE
Colonel, Air Corps
Operations Officer

C O N F I D E N T I A L