

Civil Air Patrol National Board Minutes



**29 February - 1 March 2008
Washington DC**

29 February – 1 March 2008

Contents

OPEN SESSION

Action Agenda Items

1.	Approval of the August 2007 National Board Minutes	Gen Courter	5
2.	CAP Line of Succession	Col Chazell	6
3.	National Incident Management System (NIMS).....	Col Chitwood	11
4.	New Communications Curriculum	Col Chitwood	13
5.	Inclusion of Additional Courses for Staff or Director Credit for Level IV / Level V of the CAP Sr Member PD Program.....	Col Saile	15
6.	Change CAPR 173-2 / Receipt Documentation.....	Col Weiss	17
7.	Recognition of CAP Mission Pilot Hours.....	Col Saile	19
8.	Amending CAPR 265-1	Col Davidson	21
9.	Online Professional Development Award Processing.....	Col Skrabut	23
10.	Member Achievement Award.....	Col Weiss	25
11.	Aerospace Education Reporting	Col Skrabut	27
12.	Col Lewis Incident Staff Member of the Year Award	Col Pearson	29
13.	Col DeCamp Ground Team Member of the Year Award	Col Pearson	31
14.	Extension of CAPF 75 Revalidation Period	Col Hayden	33
15.	Addition to CAPR 123-3	Col Weiss	35
16.	Prospective Members.....	Col Skrabut	37

Uniform Items

17.	Change BDU & Field Jacket Tape.....	Col Chitwood	39
18.	Boonie Hats	Col Chitwood	41
19.	Corporate Uniform Shirt Option	Col Reeves	44
20.	Corporate Service Coat	Col Chitwood	46
21.	Change to Uniform Manual.....	Col Weiss	48
22.	Change Command Patch	Col Chitwood	50
23.	Wear of Sr Member NCO Grades on Corporate Uniform ..	Col Chitwood	52
24.	Senior Advisor Reports		
	1. Senior Advisor/Operations	Col Skiba	54
	2. Senior Advisor/Support	Col Guimond	54
	3. Glider Committee Report	Col Guimond	54
	4. Safety Report.....	Col Letteer	54
	5. Health Services Report.....	Col McLaughlin	54
	6. Historian Report.....	Col Blascovich	54
	7. NCAC Report.....		55
	8. Inspector General Report.....	Col Linker	55
	9. IACE Report.....	Ms. Scoggins	56
	10. Hawk Mountain Report	Col Lee	56

11.	National Staff College Report	56
25.	Old Business	
	1. Region and Wing “000” Squadrons	57
	2. Cadet on National Board	58
	3. Regulation & Control of “Booster Clubs”	60
	4. Suspension of Individuals during Investigations of Alleged Cadet Abuse.....	60
	5. Bylaw Change	63
	6. Revision of CAPR 60-1	64
	7. Nomination to the CAP Hall of Honor	66
	8. Emergency Services Competition.....	67
	9. Agenda Item Submission Procedures	68
	10. Adverse Personnel Action Report.....	70
	11. Civil Air Patrol Ethics Program	71
26.	New Business	
	1. Wear of Alternative Clothing When Request by Customer	73
	2. Wear of NB/NEC Badge Only by Incumbent Office Holders.....	73
	3. Bronze Star Device on Commander’s Commendation Award	73
	4. Adoption of All weather Overcoat for Wear with Corporate Uniform..	73
	5. Wear of AF-style Blue Fur Cap with Service Coat	74
	6. Granting FAA Wings Credit	74

**CIVIL AIR PATROL
NATIONAL BOARD MEETING MINUTES
29 February – 1 March 2008
Washington DC**

OPEN SESSION

CALL TO ORDER Brig Gen Amy S. Courter, CAP
 INVOCATION..... Ch, Col Charles E. Sharp, CAP
 PLEDGE OF ALLEGIANCE CMSgt Lou Walpus, CAP
 ROLL CALL..... Mr. Don R. Rowland, HQ CAP/EX

WELCOME & INTRODUCTIONS..... Brig Gen Amy S. Courter, CAP
 RECOGNITION OF SPECIAL BOARD MEMBERS .. Col Reggie L. Chitwood, CAP
 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 BOARD

(As of 1 February 2008)

The National Board is comprised of the National Commander, CAP-USAF Commander, National Vice Commander, National Chief of Staff, National Finance Officer, National Legal Officer, National Controller, National Inspector General, National Chief of Chaplain Services, the 8 region commanders, and 52 wing commanders.

NATIONAL OFFICERS

*Brig Gen Amy S. Courter, CAP	Interim Nat'l Commander
*Brig Gen Amy S. Courter, CAP	Nat'l Vice Commander
**Col Russell D. Hodgkins, Jr., USAF	CAP-USAF Commander
*Col Reggie L. Chitwood, CAP	Nat'l Chief of Staff
*Col Fredric K. Weiss, CAP	Nat'l Finance Officer
*Col Andrew K. Worek, CAP	Nat'l Legal Officer
*Col Rodney F. Moody, CAP	Nat'l Controller
**Col James F. Linker, CAP	Nat'l Inspector General
**Ch, Col Charles E. Sharp, CAP	Chief Chap. Services

MIDDLE EAST REGION

*Col Kathryn J. Walling, CAP	Region Commander
Col Eugene L. Egly, III, CAP	Delaware
Col Gerard W. Weiss, CAP	Maryland
Col Jane E. Davies, CAP	National Capital
Col Larry J. Ragland, CAP	North Carolina
Col Aurel E. Smith, CAP	South Carolina
Col Eric R. Litt, CAP	Virginia
Col Rodney A. Moore, CAP	West Virginia

NORTHEAST REGION

*Col Robert Diduch, CAP	Region Commander
Col Peter Jensen, CAP	Connecticut
Col Christopher J. Hayden, CAP	Maine
Col David A. Belcher, CAP	Massachusetts
Col Donald C. Davidson, CAP	New Hampshire
Col Robert J. McCabe, CAP	New Jersey
Col Kenneth Andreu, CAP	New York
Col Mark A. Lee, CAP	Pennsylvania
Col Anthony Gagliardi, CAP	Rhode Island
Col Thomas P. Benckert Jr., CAP	Vermont

GREAT LAKES REGION

*Col Charles L. Carr, CAP	Region Commander
Col Gordon A. Larson, CAP (Interim)	Illinois
Col Warren M. Reeves, CAP	Indiana
Col Henry L. Heaberlin, CAP	Kentucky
Col Michael A. Saile, CAP	Michigan
Col David M. Winters, CAP	Ohio
Col Donald J. Haffner, CAP	Wisconsin

SOUTHEAST REGION

*Col James M. Rushing, CAP	Region Commander
Col Michael A. Oakman, CAP	Alabama
Col Christian F. Moersch, III, CAP	Florida
Lt Col Michael A. Crowe, CAP (Interim)	Georgia
Col Tillman C. Carroll, CAP	Mississippi
Col Herman Liboy, CAP	Puerto Rico
Col George B. Melton, CAP	Tennessee

ROCKY MOUNTAIN REGION

*Col Russell E. Chazell, CAP	Region Commander
Col Edward D. Phelka, CAP	Colorado
Lt Col David A. Guzman, CAP (Interim)	Idaho
Col Paul A. Tweden, CAP	Montana
Col Robert M. Bost, CAP	Utah
Col Stanley A. Skrabut, CAP	Wyoming

NORTH CENTRAL REGION

*Col Sean P. Fagan, CAP	Region Commander
Col Ronald S. Scheitzach, CAP	Iowa
Col Bernard F. King, CAP	Kansas
Col Stephen G. Miller, CAP	Minnesota
Col John A. Mais, CAP	Missouri
Col Robert K. Todd, CAP	Nebraska
Col Karl R. Altenburg, CAP	North Dakota
Col Michael A. Beason, CAP	South Dakota

PACIFIC REGION

*Col Ernest C. Pearson, CAP	Region Commander
Col Carl L. Brown, CAP	Alaska
Col Kenneth W. Parris, CAP	California
Col Earl G. Greenia, CAP	Hawaii
Col Ralph L. Miller, CAP	Nevada
Col Theodore S. Kyle, CAP	Oregon
Col David E. Maxwell, CAP	Washington

SOUTHWEST REGION

*Col Joseph C. Jensen, CAP	Region Commander
Col John M. Eggen, CAP	Arizona
Col Robert B. Britton, CAP	Arkansas
Col Michael H. DuBois, CAP	Louisiana
Col Richard F. Himebrook, CAP	New Mexico
Col Robert H. Castle, CAP	Oklahoma
Col Joe R. Smith, CAP	Texas

*Voting Members of National Executive Committee - 14

** Non voting members of National Board - 3

CORPORATE TEAM

Mr. Don R. Rowland
Mr. Mark H. Richardson, III
Mr. Johnny Dean
Ms. Susan Easter
Mr. Marc Huchette
Mr. Larry Kauffman
Mr. Jim Mallett
Mr. Gordon Odell Jr.
Mr. John A. Salvador

Executive Director
Assistant Executive Director
Director, Logistics & Mission Resources
Chief Financial Officer
Director, Public Awareness & Membership Development
Director, Fleet Management
Director, Educational Programs
General Counsel
Director, Missions

AGENDA ITEM 1

PM

Action

**SUBJECT: Approval of the August 2007 National Board Minutes
CAP/CC – Gen Courter**

INFORMATION BACKGROUND:

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

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the August 2007 National Board Meeting minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

BRIG GEN COURTER/CC MOVED and COL RUSHING/SER seconded the PROPOSED NATIONAL BOARD ACTION

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: The word "DRAFT" removed from the August 2007 National Board Minutes.

AGENDA ITEM - 2

GC

Action

**SUBJECT: CAP Line of Succession
RMR/CC – Col Chazell**

INFORMATION BACKGROUND:

The recent removal of the CAP National Commander by the CAP Board of Governors revealed a systemic dysfunction in the CAP Line of Succession that, in my opinion, needs to be corrected.

When the position of National Commander is vacated as a result of death, resignation, or removal, the National Vice Commander assumes the role of Interim National Commander in accordance with the Bylaws of Civil Air Patrol, Section 10.2(d). This Bylaw states that “In the event of the absence or incapacity of the National Commander, the National Vice Commander shall exercise any and all authority reserved to the National Commander until such time as a new National Commander is duly elected or until the National Commander is no longer absent or incapacitated.”

Further, the CAP Constitution, Article XIV, Section 1(a) states that “The National Commander shall serve a single, three-year term of office and shall not be eligible for reelection to that office. The term shall commence at the close of the general membership National Board meeting at which elected, and conclude at the close of the third general membership National Board meeting thereafter.”

The Constitution and Bylaws as currently written do not allow for election of the National Commander except at the General Membership National Board Meeting, which is that NB meeting held in August of each year.

This has created a situation wherein a National Vice Commander, serving as Interim National Commander, must function with a reduced command staff and the National Board must wait until the following August before holding an election to fill the vacancy created by the absence of the National Commander. It is possible that the position of National Commander could be vacant for almost a year before an election to fill that vacancy could be conducted.

In order to ensure effective and unambiguous line of succession in CAP in the event of command staff vacancies, **the Constitution and Bylaw of Civil Air Patrol should be changed as follows:**

CAP Constitution

Article XIV

[Changes in Italics]

Term of Office

1. The terms of office for corporate officers are as follows:

a. The National Commander shall serve a single, three-year term of office and shall not be eligible for reelection to that office. The term shall commence at the close of the National Board meeting at which elected, and conclude at the close of the third general membership National Board meeting thereafter. *In the event of death, resignation, or removal of the National Commander, the National Vice Commander shall immediately become the National Commander. An election for National Commander shall then commence at the next regularly scheduled National Board meeting, whether that meeting is in the winter or the summer. Only officers elected to the position of National Commander shall serve in the grade of Major General. Officers that become National Commander by virtue of succession shall serve in the grade of Brigadier General. Officers that serve as National Commander by virtue of succession shall be eligible to run for election to the office and, if elected, shall be eligible to serve a full term in the grade of Major General.*

b. The National Vice Commander shall serve an annual term of office commencing at the close of the National Board meeting at which elected, and terminating at the close of the next general membership National Board meeting. *In the event of death, resignation, or removal of the National Vice Commander, or in the event that the National Vice Commander becomes the National Commander by virtue of Section 1(a) above, the National Chief of Staff shall immediately become the National Vice Commander. An election for National Vice Commander shall then commence at the next regularly scheduled National Board meeting, whether that meeting is in the winter or the summer. Only officers elected to the position of National Vice Commander shall serve in the grade of Brigadier General. Officers that become National Vice Commander by virtue of succession shall serve in the grade of Colonel. Officers that serve as National Vice Commander by virtue of succession shall be eligible to run for election to the office and, if elected, shall be eligible to serve an annual term of office in the grade of Brigadier General.*

c. *The National Chief of Staff shall serve an annual term of office commencing at the close of the membership National Board meeting at which confirmed, and terminating at the close of the next general membership National Board meeting. If this office becomes vacant for any reason, including Section 1(b) above, said vacancy shall be filled as provided in Article XIII.*

d. *The National Legal Officer, the National Finance Officer, the National Controller and the National Chief of Chaplain Service shall serve an annual term of office commencing at the close of the membership National Board meeting at which confirmed, and terminating at the close of the next general membership National Board meeting. Vacancies in those offices shall be filled as provided in Article XIII above.*

February/March 2008 National Board Minutes

e. The National Inspector General shall serve a three year term of office commencing at the close of the membership National Board meeting at which confirmed, and *concluding at the close of the third general membership National Board meeting thereafter.*

CAP Bylaws

SECTION 10 CORPORATE OFFICERS

[Changes in Italics]

10.2 National Vice Commander. The National Vice Commander shall:

d. In the event of the absence or incapacity of the National Commander, the National Vice Commander shall exercise any and all authority reserved to the National Commander until such time as a new National Commander is duly elected or until the National Commander is no longer absent or incapacitated. *In the event of death, resignation, or removal of the National Commander, the National Vice Commander shall immediately become the National Commander as defined by the Constitution of CAP.*

10.3 National Chief of Staff. The National Chief of Staff shall:

d. Act as assistant to the National Commander, performing such administrative and other duties as shall be directed by the National Commander; *may serve, at the Commander's discretion, as a member of the National Command Staff; and, in the line of succession, act as third-in-command of Civil Air Patrol.*

e. In the event of the absence or incapacity of the National Commander and the National Vice Commander, serve as the National Commander until such time as the National Commander or the National Vice Commander is no longer absent or incapacitated. *In the event of the absence of the National Vice Commander, serve as the National Vice Commander until such time as the National Vice Commander is no longer absent or incapacitated. In the event of death, resignation, or removal of the National Vice Commander, the National Chief of Staff shall immediately become the National Vice Commander as defined by the Constitution of CAP.*

PROPOSED NB ACTION:

That the National Board approve changes to the Constitution and Bylaws of Civil Air Patrol as discussed above for presentation, after review by the Constitution & Bylaws Committee, to the Board of Governors at their June 2008 meeting for final approval.

ESTIMATED FUNDING IMPACT:

None.

February/March 2008 National Board Minutes
CAP NATIONAL HEADQUARTERS' COMMENTS:

The Constitution and Bylaws Committee is working this issue.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented during the National Board meeting.

REGULATIONS AND FORMS AFFECTED:

Constitution and Bylaws of Civil Air Patrol.

NATIONAL BOARD ACTION

COL WOREK, Chairman, Constitution & Bylaws Committee briefed two co-equal proposals (without recommendation)—OPTION A or OPTION B—for consideration of the National Board with a suggestion for vote at the Saturday session to allow time for appropriate deliberation.

COL CHAZELL/RMR moved to table and COL FAGAN/NCR seconded to allow time for National Board members to review the alternative proposals in detail before continuing discussion and voting on Saturday.

THE MOTION TO TABLE CARRIED UNANIMOUSLY

ON SATURDAY MORNING, COL WOREK/NLO presented a slide briefing on the entire Constitution & Bylaws Report.

COL TODD/NE MOVED and COL SAILE/MI seconded that the National Board vote to adopt OPTION A, Line of Succession for the National Commander and National Vice Commander, as presented by the Constitution & Bylaws Committee.

NOTE: OPTION A, Line of Succession, reads as follows:

CC succeeded by: (1) CV; (2) Who serves as CC (not an interim) in the grade of brigadier general and (3) Is succeeded by an elected successor at next NB meeting. (4) If elected, the three year term begins at the next summer National Board meeting.

CV succeeded by (1) CS, (2) Who serves as CV in the grade of colonel, and (3) Is succeeded by an elected successor at next NB meeting. (4) If elected, the one year term begins at the next summer National Board meeting.

February/March 2008 National Board Minutes

COL CHAZELL/RMR MOVED TO AMEND and COL PHELKA/CO seconded the amendment to amend OPTION A, as follows: 1(a) and 1(b) in Article XIV: “An election for National Commander (National Vice Commander) shall then commence at the next regularly scheduled National Board meeting, whether that meeting is in the winter or the summer, no earlier than 60 days following the absence of the National Commander (National Vice Commander), as appropriate.”

THE MOTION TO AMEND CARRIED

COL DAVIDSON/NH MOVED TO AMEND and COL HIMEBROOK/NM seconded the amendment to further change OPTION A, paragraph 2. to allow the successor CC promoted to the grade of temporary Maj Gen.

THE MOTION DID NOT PASS

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Inclusion in June 2008 BoG agenda for final approval.

AGENDA ITEM - 3

MD

Action

**SUBJECT: National Incident Management System (NIMS)
CAP/CS - Col Chitwood**

INFORMATION BACKGROUND:

In recent years CAP has made great strides to make itself the emergency services and operations resource of choice. The Department of Homeland Security (DHS) requires personnel from federal, state, and local agencies responding to emergencies to be compliant with the National Incident Management System (NIMS) and has tied DHS grant funding and other initiatives to agencies being NIMS compliant. To be NIMS compliant, responders are expected to complete certain training for their skill level, and the training must be provided by personnel with special qualifications. NIMS Training is required to be completed by the end of FY08. The attached DHS documents, *NIMS Training Guidelines & Training Guidelines: Incident Command System Instructors* provides details on these requirements. Staff officers and leaders at all levels have reported that their units, wings, or regions either already are or will soon be NIMS compliant. The national headquarters staff wants to make sure that the entire national board is aware of these changes and approves of them. CAPR 60-3 has been posted for comments and these NIMS requirements have been included. It summarizes the instructor requirements and which courses will be required for each emergency services specialty.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve incorporating NIMS compliance into CAP emergency services operations and CAPR 60-3 as outlined, and support CAP becoming NIMS compliant by 30 September 2008.

ESTIMATED FUNDING IMPACT:

Little to no funding impact. Most courses are available online at no cost to the member, and classroom only courses, ICS 300 and 400, can normally be provided to members by qualified CAP instructors or are available locally at minimal cost from state emergency management agencies. The staff of the National Emergency Services Academy has also offered to support training if local resources are not available.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Recommend approval.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-3, *CAP Emergency Services Training and Operational Missions*

NATIONAL BOARD ACTION

COL CHITWOOD/CS MOVED and COL CARR/GLR seconded that the National Board approve incorporating the NIMS compliance into CAP emergency services operations and CAPR 60-3 as outlined, and support CAP becoming NIMS compliant for all specified courses, except ICS 400, by 31 December 2008. ICS 400 will be required to be completed for certain key specialties by 30 September 2009.

COL MILLER/MN MOVED TO AMEND and COL PARRIS/CA seconded that the Amendment to change the first implementation to read: “by the Federal date, currently 31 December 2008;” and the second implementation date to read: “by the Federal date, currently 30 September 2009.”

THE MOTION TO AMEND CARRIED (32 voted yes; 26 voted no).

COL LEE/PA MOVED TO AMEND and COL BEASON/SD seconded the amendment that in view of the fact that ICS 400 level courses are really for command and staff, that the ICS 400 be recommended but not required, for section chiefs of operations, planning, logistics, finance, administration, and information officers.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

The amended motion reads as follows:

“That the National Board approve incorporating the NIMS compliance into CAP emergency services operations and CAPR 60-3 as outlined, and support CAP becoming NIMS compliant for all specified courses, except ICS 400, by the Federal date, currently 31 December 2008. ICS 400 level courses will be required for command and staff, but will be optional for section chiefs of operations, planning, logistics, finance, administration, and information officers, by the Federal date, currently 30 September 2009.”

FOLLOW-ON ACTION: Change to CAPR 60-3, CAP Emergency Services Training and Operational Missions. Also, commanders encourage local EMS training—train the trainer—and provide guidance to marry the levels of federalized CE system for FEMA to our usage.

AGENDA ITEM - 4

MD

Action

**SUBJECT: New Communications Curriculum
CAP/CS – Col Chitwood**

INFORMATION BACKGROUND:

For the past two years a working group of communications and emergency services volunteers has been working on a new, integrated communications curriculum plan. NHQ/DO and CAP/DC asked the group to create a recommendation that would integrate all of the communications training for various needs in CAP into one curriculum plan which could be integrated within the current ES task based training.

The work group, chaired by Lt Col Mike Marek, conducted an exhaustive training needs evaluation, target audience profile, and task analysis. They identified 20 discreet jobs or functions in CAP which require some level of communications training and 35 independent blocks or modules of instruction needed by these various groups. From this a matrix was created and four distinct training paths evolved. They are 1) aircrew training, 2) ground team training, 3) mission management training, and 4) administrative management training. Additionally, a small number of specialized technical or endorsement training courses are needed. These four training paths were cross referenced to the required training modules for each path to develop a clear and concise checklist of training each group would need.

This curriculum plan will integrate within existing Emergency Services and Professional Development training and will make maximum use of modern Distance Learning technologies. It will provide much more “targeted” training to each individual member based on the job functions he or she fills within the organization, without wasting their time with unneeded training. The result will be better and more thorough training our members need provided in an efficient manner using modern educational methods.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the proposed communications curriculum plan.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

Concur. This curriculum plan has the potential to significantly improve the communications training we provide to our members by using modern distance learning technologies. This will follow the intent of the integrated ES training plan and also help lead the way into distance learning technologies for many other areas of CAP training.

CAP-USAF HEADQUARTERS’ COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

The Senior Advisor for Operations concurs.

The Professional Development Advisor supports the New Communications Curriculum proposal. This will effect training in general and specialty tracks. Therefore it is recommended that the Communications Group work with NHQ/PD and the PDA to integrate the program in to the Professional Development program.

The Communications Team Leader chaired the working group that developed the curriculum plan and recommends approval. The full plan documents are available to all members on the NTC website at: <https://ntc.cap.af.mil/> Choose Restricted Applications Login > Communications > Communications Downloads and Publications.

REGULATIONS AND FORMS AFFECTED:

CAPR 100-1, *Communications*.

NATIONAL BOARD ACTION

COL CHITWOOD/CS MOVED and COL CHAZELL/RMR seconded that the National Board approve the proposed communications curriculum plan. The implementation policy for the curriculum, including grandfathering, will be brought to the May 2008 NEC for approval.

THE MOTION CARRIED

FOLLOW-ON ACTION: Change to CAPR 100-1, *Communications*, and inclusion in the May 2008 NEC agenda.

AGENDA ITEM - 5

ED

Action

SUBJECT:

**Inclusion of Additional Courses for Staff or Director Credit for Level IV and Level V of the CAP Senior Member Professional Development Program
MI WG/CC - Col Saile**

INFORMATION BACKGROUND:

A member currently receives credit toward completion of Level IV for serving on staff at an SLS, CLC and UCC. A member currently receives credit toward completion of Level V for serving as a Director of an SLS, CLC or UCC. Members who serve on staff or direct a Training Leaders of Cadets Course currently do not receive such credit. There may be other Professional Development in-residence courses developed in the future with a minimum requirement of 12 hours of instruction that might also provide a member with the same level of work required of the staff or a director.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve that any Professional Development Course standardized by CAP National Headquarters with a minimum requirement of at least 12 hours of face to face instruction qualify for staff or director service for completion of Level IV or Level V, respectively.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented during the National Board meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 50-17, *CAP Senior Member Professional Development Program*

NATIONAL BOARD ACTION

***COL SAILE/MI MOVED and COL RUSHING/SER seconded* the PROPOSED NATIONAL BOARD ACTION**

THE MOTION CARRIED

FOLLOW-ON ACTION: Change to APR 50-17, CAP Senior Member Professional Development Program.

AGENDA ITEM - 6

FM

Action

**SUBJECT: Change CAPR 173-2 / Receipt Documentation
MD WG/CC - Col Weiss**

INFORMATION BACKGROUND:

CAPR 173-2, para 11 provides only the following wording about receipts. It states: "All usage must be documented with receipts." The Department of Defense realizes that people sometimes lose receipts and therefore the language in the DoD Joint Travel Regulation (JTR), which governs the Air Force, states in Part E, C1310 B, "Lost Receipts - If receipts are impractical to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished."

The problem with CAPR 173-2 as written is that if someone loses a receipt or fails to get a receipt it is impossible to achieve 100% compliance on a financial audit. DoD on the other hand realizes that people do lose things and have created a method to validate such expenses.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve amending the language of CAPR 173-2 to follow DoD Joint Travel Regulations and allow a member who cannot provide a receipt to provide a statement. The statement includes an explanation for the inability to provide a receipt and the amount. The statement is signed (e-signature is permissible) by the CAP member.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The CAP Executive Director opposes the suggested changes to CAP's policy on receipt documentation. In consultation with CAP's external auditor, any such change jeopardizes CAP's internal controls and goal of obtaining an unqualified audit opinion.

CAP-USAF HEADQUARTERS' COMMENTS:

Do not concur. The JTR provision is designed to account for the fact that military personnel frequently travel in overseas areas or execute cash-only transactions such as taxi fares. Given the nature of reimbursable transactions executed by CAP when performing missions, we feel that there are adequate alternate means to secure copies of receipts, such as downloading from the member's charge account, should the original be lost.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented during the National Board meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 173-2, *Financial Procedures for CAP Regions and Wings*

NATIONAL BOARD ACTION

WITH CONCURRENCE OF THE NATIONAL BOARD, THIS ITEM IS REFERRED TO THE NATIONAL FINANCE COMMITTEE.

FOLLOW-ON ACTION: Finance Committee will provide appropriate guidance to NHQ/FM for inclusion in the current draft of CAPR 173-2.

AGENDA ITEM - 7

MD

Action

**SUBJECT: Recognition of CAP Mission Pilot Hours
MI WG/CC - Col Saile**

INFORMATION BACKGROUND:

CAP currently recognizes total hours PIC in any type of powered aircraft in any type of flight condition or profile by the award of CAP Pilot, Senior Pilot, and Command Pilot Wings, without regard to how much of that time was logged specifically at the controls of a CAP aircraft. A professional airline pilot with over 2,000 hours and five years as a CAP F5 pilot qualifies for the CAP Command Pilot Rating, but a CAP Mission Pilot with only 800 hours of PIC time, all in CAP aircraft in various CAP mission assignments, still only qualifies for a CAP Pilot rating. I believe we do our mission pilots a disservice by not recognizing their mission skills and qualifications in an equal manner, especially if that is the majority of the hours they have logged.

PROPOSED NATIONAL BOARD ACTION:

That the National Board change CAPR 35-6 to reflect the following:

CAP Senior Pilot Rating:

- 1) Meet CAP pilot rating requirements.
- 2) Have a minimum of 1,000 hours pilot time logged in accordance with Federal Aviation Regulations (FARs) or 500 hours CAP PIC time on authorized CAP flight activities.

CAP Command Pilot Rating:

- 1) Meet CAP senior pilot requirements.
- 2) Have a minimum of 2,000 hours pilot time logged in accordance with FARs or 1,000 hours CAP PIC time on authorized CAP flight activities.

Only one pilot rating insignia authorized by CAPR 35-6 may be worn on the uniform at any time.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Recommend approval.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

The National Operations Advisor, Col Vazquez, does not recommend approval. Lowering the requirements in this way devalues the award for the many CAP only pilots that met the 1,000 and 2,000 hour requirements with CAP flying.

It is recommend, if there is a concern high time pilots are getting these ratings without contributing to CAP flying, that a CAP flight time minimum be added to the existing requirements. The addition of at least 100 hours CAP only flight time for the Senior Pilot Rating and 200 hours for the Command Pilot Rating would ensure high time pilots are contributing to CAP flying without devaluing the award.

REGULATIONS AND FORMS AFFECTED:

CAPR 35-6, *Aeronautical Ratings, Emergency Services Patch and Badges, and Ground Team Badges*

NATIONAL BOARD ACTION

COL SAILE/MI MOVED TO SUBSTITUTE and COL CARR/GLR seconded the PROPOSED NATIONAL BOARD ACTION with a change to the last line to include the word "CAP" prior to the word "pilot."

COL CARR/GLR MOVED TO AMEND and COL REEVES/IN seconded to make the following changes:

- 1. CAP Senior Rating: Paragraph 2, line 2, after the figure "500" insert the words "with at least 250 hours."**
- 2. CAP Command Pilot Rating: Paragraph 2, after the figure "1,000" insert the words "with at least 500 hours."**

THE AMENDMENT DID NOT PASS

THE SUBSTITUTE MOTION DID NOT PASS

AGENDA ITEM - 8

ED/MD

Action

**SUBJECT: Amending CAPR 265-1
NH WG/CC – Col Davidson**

INFORMATION BACKGROUND:

Over the years, a number of Wings and Regions have received “Findings” during their Compliance Inspection related to having a Wing or Region Chaplain on staff who has exceeded the allowable 6 year term as prescribed by current language. Although Inspection Team members concur that the reason(s) for exceeding the term may be sound, they are required by procedures to initiate a non-compliance finding because the regulation does not provide for more than a 6 year term.

The requested change to the current regulation will remove a non-compliance finding should a Wing (Region) be unable to recruit a qualified Chaplain to take on the responsibility of the office by the end of the 6 year term.

PROPOSED NATIONAL BOARD ACTION:

That the National Board add sentence(s) to CAPR 265-1 at the end of the sub-paragraph “e” (Region) and sub-paragraph “f” (Wing), in Section C, Paragraph 14, as follows:

“The Region (Wing) Commander will have the authority to extend the Region (Wing) Chaplain for 3 additional years with the concurrence of the National Chief of Chaplains at the end of the regular term”.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

A 3 year extension option is definitely needed but it would be better to add one more sentence to make it clear the region/wing should be looking for a replacement so the problem does not happen again.

Suggested Alternative Motion:

That the National Board add sentence(s) to CAPR 265-1 at the end of the sub-paragraph “e” (Region) and sub-paragraph “f” (Wing), in Section C, Paragraph 14, as follows:

“The Region (Wing) Commander will have the authority to extend the Region (Wing) Chaplain for 3 additional years with the concurrence of the National Chief of Chaplains at the end of the regular term. The Region (Wing) Commander should be actively recruiting a replacement during the 3 year extension so the same problem doesn't occur.”

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

CAP Chief of Chaplains recommends approval of the National Headquarters' alternative motion.

REGULATIONS AND FORMS AFFECTED:

CAPR 265-1: Section C, Paragraph 14, sub: e (Region), sub: f (Wing)

NATIONAL BOARD ACTION

COL DAVIDSON/NH MOVED TO SUBSTITUTE and COL MELTON/TN seconded the SUGGESTED ALTERNATIVE MOTION as written in the agenda.

THE SUBSTITUTE MOTION CARRIED

FOLLOW-ON ACTION: Change to CAPR 265-1, Chaplain Services.

AGENDA ITEM - 9

ED

Action

**SUBJECT: Online Professional Development Award Processing
WY WG/CC – Col Skrabut**

INFORMATION BACKGROUND:

CAPR 50-17, CAP Senior Member Professional Development Program, requires that professional development level awards be processed using a CAP Form 24. Most of the information that is being used to complete the Form 24 is already being tracked in e-services.

Presently, promotions and emergency service qualifications are validated and approved through e-services. It is a natural extension to also make professional development level awards available for validation and approval through e-services. Making this capability available in e-services will reduce the workload on the national staff who must record Form 24 information and wing members who must generate the Form 24.

Additional fields will have to be added to e-services much like those used for emergency services to record information that is not presently tracked, e.g. attendance at conferences, serving as a staff member for SLS, CLC, etc.

PROPOSED NATIONAL BOARD ACTION:

That the National Board allow Commanders to prepare and approve professional development completion requirements through e-Services.

ESTIMATED FUNDING IMPACT:

Moderate changes to the current e-Services system will have to be made but can be done within the current funding constraints.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. The ability to process Professional Development Awards through an online system is currently on the IT priority list. An initial review of business rules and types of data requiring tracking has been conducted. The cadet awards/promotions are about to go online and the Professional Development Awards will be worked next.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented during the National Board meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 50-17, *CAP Senior Member Professional Development Program*

NATIONAL BOARD ACTION

COL SKRABUT/WY MOVED and COL CHAZELL/RMR seconded the PROPOSED NATIONAL BOARD ACTION

THE MOTION CARRIED

FOLLOW-ON ACTION: Change to CAPR 50-17, CAP Senior Member Professional Development Program

AGENDA ITEM - 10

ED

Action

**SUBJECT: Member Achievement Award
MD WG/CC - Col Weiss**

INFORMATION BACKGROUND:

During recent discussions at a Unit Commander's Course, the concept of an award that is lower than a Commendation Award was discussed. Some attendees with prior military service noted that the armed services created an Achievement Medal which ranks below their Commendation Medals to fill this void. This award is intended to be approved at a level below the Wing Commander. For those Wings with Groups the Group Commander would be appropriate. For those without Groups the Wing Commander would designate signature authority (i.e. PD Officer for Officers and CP Officer for Cadets). The intent is for local commanders to propose an award for those members who consistently show outstanding achievement. A member even went so far as to create an example.



The United States Air Force awards those members who show outstanding performance with an Achievement Medal. This medal is given when the circumstances of the performance are above and beyond those of the member's peers, but are not sufficient enough to warrant a Commendation Medal which is awarded for higher service.

The intent of this award is to empower Wings and Group commanders with the ability to recommend and present achievement awards locally.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the creation of a new member award, the Achievement Award, to recognize members who demonstrate outstanding performance. This award is to be approved at the Group level or in the absence of the Group structure by a Wing designated signature authority.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented during the National Board meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*
CAPM 39-1, *CAP Uniform Manual*

NATIONAL BOARD ACTION

COL WEISS/MD MOVED and COL EGRY/DE seconded the PROPOSED NATIONAL BOARD ACTION

COL WALLING/MER MOVED TO AMEND and COL JENSEN/CT seconded the amendment that by inclusion the sample provided in the agenda be the approved design.

THE AMENDMENT CARRIED

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Change to CAPR 39-3, Award OF CAP Medals, Ribbons, and Certificates, and CAPM 39-1, Civil Air Patrol Uniform Manual.

AGENDA ITEM - 11

ED

Action

**SUBJECT: Aerospace Education Reporting
WY WG/CC – Col Skrabut**

INFORMATION BACKGROUND:

CAPR 280-2, Civil Air Patrol Aerospace Education Mission, required that each wing submit an annual AE Wing Activity Report. Part of the reporting requires includes information about Aerospace Education Members within the wing as well as units and schools participating the Aerospace Education Excellence program. In order to accurately report this information, the wing must contact the National Aerospace Education staff who collects and tracks this information.

Placing this information in an e-Service report will reduce the workload on the National staff and wing members who must generate the required report. Additionally, by knowing who is participating in each of these programs, the wing can better serve the customers of the external and internal AE programs.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve that Aerospace Education Members and Aerospace Education Excellence program participant reports be made available through e-Services.

ESTIMATED FUNDING IMPACT:

Moderate changes to the current membership system will have to be made but can be done within the current funding constraints.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. Placing the information on eservices gives the wings ready access to the information they need to complete the AE Activity Report. We also agree that this will help the wings accomplish their internal and external AE missions.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur. The ability to directly access this information will be beneficial to both the wings and the corporate staff; however, it is the consensus of the AE Advisory Team that the information be specific to needs **with approved**, limited access to those who require the information.

February/March 2008 National Board Minutes

REGULATIONS AND FORMS AFFECTED:

CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*

NATIONAL BOARD ACTION

COL SKRABUT/WY MOVED and COL CHAZELL/RMR seconded the PROPOSED NATIONAL BOARD ACTION.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation, notification and change to CAPR 280-2, Civil Air Patrol Aerospace Education Mission

AGENDA ITEM - 12

MD/ED

Action

**SUBJECT: Colonel Edwin W. Lewis, Jr.
Incident Staff Member of the Year Award
PCR/CC – Col Pearson**

INFORMATION BACKGROUND:

There have been several significant missions in recent years that have called attention to the need for well-trained incident staff members at all levels. In many cases commanders have indicated in their after action reports that they have a difficult time recruiting these staff members since there is little recognition for personnel performing these critical jobs. In order to encourage additional incident staff involvement and development, we propose that the national board approve an annual award to recognize the incident staff member of the year with the intent to recognize any incident staff member at any level from mission staff assistants through incident commanders. Colonel Ed Lewis was a strong advocate for professional training of operations staff members, and therefore it is definitely appropriate to name this award after him.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve establishing the “Colonel Edwin W. Lewis, Jr. Incident Staff Member of the Year” award for presentation at the CAP Annual Recognition Ceremony and encourage wings and regions to establish similar awards.

ESTIMATED FUNDING IMPACT:

Limited funding will be needed for the cost of the award and recipient expenses.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

Recommend approval.

CAP-USAF HEADQUARTERS’ COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

The Senior Advisor/Operations, Col Skiba, and the Senior Advisor/Support, Col Guimond, strongly endorse this agenda item and will staff the selection criteria.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*

NATIONAL BOARD ACTION

COL PEARSON/PCR MOVED and COL PARRIS/CA seconded the PROPOSED NATIONAL BOARD ACTION.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Change to CAPR 39-3, Award of CAP Medals, Ribbons, and Certificates.

AGENDA ITEM - 13

MD/ED

Action

**SUBJECT: Colonel Dion E. DeCamp Ground Team Member of the Year Award
PCR/CC – Col Pearson**

INFORMATION BACKGROUND:

In recent years CAP has conducted significantly more ground team missions, specifically getting involved in more missing person searches and other ground SAR missions. Ironically, almost half of Civil Air Patrol's emergency services missions in the last several years did not involve flying operations. An award has already been established by the 1st Air Force Commander to recognize aircrews, and a proposal has been submitted to develop an award for the incident staff named after Colonel Ed Lewis. This award would complete recognition for all mission personnel. There is currently little recognition for personnel performing these critical jobs. In order to encourage greater recognition and public awareness of these operations, we propose that the national board approve an annual award to recognize the ground team of the year with the intent to recognize significant efforts of ground teams of any type (ground teams, urban direction finding teams, or other types of ground teams that may be added in the future). Colonel Dion Decamp was a strong advocate for development of ground team personnel and therefore it is definitely appropriate to name this award after him.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve establishing the "Colonel Dion E. DeCamp Ground Team of the Year" award for presentation at the CAP Annual Recognition Ceremony and encourage wings and regions to establish similar awards.

ESTIMATED FUNDING IMPACT:

Limited funding will be needed for the cost of the award and recipient expenses.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Recommend approval.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

The Senior Advisor/Operations, Col Skiba, and the Senior Advisor/Support, Col Guimond, strongly endorse this agenda item and will staff the selection criteria.

February/March 2008 National Board Minutes

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*

NATIONAL BOARD ACTION

COL PEARSON/PCR MOVED and COL WALLING/MER second the PROPOSED NATIONAL BOARD ACTION.

COL PARRIS/CA MOVED TO AMEND and COL FAGAN/NCR seconded the amendment to change the name of the award to read: “Colonel Dion E. DeCamp Ground Team Member of the Year.”

THE AMENDMENT CARRIED

THE AMENDED MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation, notification, and change to CAPR 39-3, Award of CAP Medals, Ribbons, and Certificates

AGENDA ITEM - 14

MX

Action

**SUBJECT: Extension of CAPF 75 Revalidation Period
ME WG/CC – Col Hayden**

INFORMATION BACKGROUND:

CAPR 77-1 para 3 (g) states: “The issuing authority will revalidate the CAPF 75 by reviewing the member’s civilian driving record at the time the member renews his/her state driver’s license, or every 5 years, whichever occurs first.” In the State of Maine and several other states, the state driver’s license renewal period is 6 years. This causes an imbalance in the renewal cycle requiring a short 1 year revalidation after the maximum 5 year period and so on. This has resulted in a massive bookkeeping nightmare for the LGT’s and the members carrying CAPF 75’s.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the extension of the **maximum** renewal period for CAPF 75 (Motor Vehicle Operator Identification Card) from 5 years to 6 years.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

Concur. CAPF 75 is an administrative tool for wing commanders and LGTs. Since the cycle for drivers license renewal varies from state to state and may extend to eight or ten years in some cases, extension of the review requirement to 6 years is not unreasonable. If approved, CAP MXT will include the change in the upcoming change to CAPR 77-1.

CAP-USAF HEADQUARTERS’ COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented during the National Board meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 77-1, *Operation and Maintenance of CAP Vehicles*

NATIONAL BOARD ACTION

COL HAYDEN/ME MOVED A SUBSTITUTE MOTION and COL JENSEN/CT seconded that the National Board approve the renewal period for CAPF 75 (Motor Vehicle Operator Identification Card) on the members' birthday at each 5 years.

COL CHAZELL/RMR MOVED TO AMEND and COL WEISS/MD seconded the amendment that the CAPF 75 (Motor Vehicle Operator Identification Card) be renewed at the same time as the state driver's license.

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Change to CAPR 77-1, Operation and Maintenance of CAP Vehicles.

AGENDA ITEM - 15

IG

Action

**SUBJECT: Addition to CAPR 123-3
MD WG/CC - Col Weiss**

INFORMATION BACKGROUND:

New Wing Commanders assume command with many expectations to move their Wing forward. It would be of great assistance if the National IG Office would alert new Wing Commanders of any open findings from a previous Compliance Inspection.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the insertion to CAPR123-3, Para 2 as follows:

d. While it remains the responsibility of commanders, the National IG will provide incoming Region and Wing Commanders with a list of any open findings for their unit(s) from any previous Compliance Inspections. This will be provided within one month of assuming command.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Non Concur. The proposal unduly places the ownership on the IG when it should lie with the new commander as she/he takes command as part of taking on command responsibilities.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur. However, the onus is on the Region and Wing to inform the National IG of upcoming changes of command with sufficient time to allow the report of open findings to be prepared.

ADVISOR / NATIONAL STAFF COMMENTS:

The CAP/IG does not concur that this practice should be a regulatory requirement of the Inspector General, for the reason that it is a commander's responsibility to know the status and obligations of his/her Wing. The CAP/IG has requested, however, that his NHQ support staff sends a copy of the Wing's current Compliance Inspection Finding Log to incoming Wing Commanders as a good management practice.

REGULATIONS AND FORMS AFFECTED:

CAPR 123-3, *Civil Air Patrol Compliance Assessment Program*

NATIONAL BOARD ACTION

COL WEISS/MD withdrew his motion, in view of the Executive Director's concurrence with the statement "The CAP/IG has requested that his NHQ support staff sends a copy of the Wing's current Compliance Inspection Finding Log to incoming Wing Commanders as a good management practice," and assurance that this action will be taken.

AGENDA ITEM - 16

PM

Action

**SUBJECT: Prospective Members
WY WG/CC – Col Skrabut**

INFORMATION BACKGROUND:

On a regular basis, at least once per month, the national staff emails a prospect report to wing commanders and others on their distribution list. Off of the Civil Air Patrol New Membership Information Request Form (<https://creports.capnhq.gov/prospnbr/prospnbrinfo.asp>), prospective members complete a form and the information is sent to national headquarters for collection. The information is then presented in a spreadsheet and distributed.

Making this information available in e-services will reduce the workload on the national staff who must collect and distribute the report as well as make it more efficient for wing staff to work on the information on a regular basis.

The current collection method will have to be included within e-services.

PROPOSED NB ACTION:

That the National Board approve the ability for wing commanders and recruiting officers to download lists of prospective members through e-services.

ESTIMATED FUNDING IMPACT:

Moderate changes to the current e-Services system will have to be made but can be done within the current funding constraints.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur with proposal.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented during the National Board meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 50-17, *CAP Senior Member Professional Development Program*

NATIONAL BOARD ACTION

COL SKRABUT/WY MOVED and COL CHAZELL/RMR seconded the PROPOSED NATIONAL BOARD ACTION.

THE MOTION CARRIED

FOLLOW-ON ACTION: Change to CAPR 50-17, CAP Senior Member Professional Development Program

AGENDA ITEM - 17

ED-Uniform

Action

**SUBJECT: Change BDU and Field Jacket Tape
CAP/CS – Col Chitwood**

INFORMATION BACKGROUND:

At the 2007 Winter National Board meeting, the NB approved the change of the “Civil Air Patrol” tape on the BDU and field jacket to “U.S. Civil Air Patrol”. This change has caused problems with cadets of smaller stature, and would seem to be redundant, as CAP is not generally involved in international operations. It is also somewhat confusing as the official name of the organization is defined as “Civil Air Patrol” in Article II of the CAP Constitution.

PROPOSED NATIONAL BOARD ACTION:

That the National Board directs the removal of the “U.S. Civil Air Patrol” tape from the BDU and field jacket, and replacement with the “Civil Air Patrol” tape and establish a 28 February 2010 phase out date for these items.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

None.

CAP-USAF HEADQUARTERS’ COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Recommend Approval. The Uniform Team recommends amending the motion to include the Corporate Uniform name tags containing “U.S” and establish 28 February 2010 as the phase out date for these items. At its November meeting the NEC approved a proposal to remove the “U.S” from all items. This included the BDU tape as well as the name tags worn on the new Corporate Uniform. The items containing the “U.S.” will no longer be sold, effective immediately; however, this phase out date will provide members sufficient time to wear items recently purchased and transition to the “Civil Air Patrol” version.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *Civil Air Patrol Uniform Manual*

NATIONAL BOARD ACTION

COL CHITWOOD/CS MOVED and COL PEARSON/PCR seconded the PROPOSED NATIONAL BOARD ACTION.

COL FAGAN/NCR MOVED TO AMEND and COL BEASON/SD seconded the amendment that the National Board directs the removal of "U.S." from those items such as name tags, stickers on doors of vehicles, and command patches that say "U.S. CIVIL AIR PATROL" and establish a 28 February 2010 phase out date for those items.

COL DAVIDSON/NH MOVED TO TABLE and COL CHAZELL/RMR seconded the motion to table until Saturday in order to properly word the motion.

MOTION TO TABLE UNTIL SATURDAY CARRIED

(Col Belcher, Col Diduch, Col Fagan, and Col Mais volunteered to work on this effort)

On Saturday

COL FAGAN/NCR MOVED and COL RUSHING/SER seconded the motion to delete the "U.S." from the BDU and Field Uniform tapes and remove the "U.S." from the corporate uniform name tags. Phase out date for the "U.S." version is 1 March 2010.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Implementation, notification, and change to CAPM 39-1, Civil Air Patrol Uniform Manual.

AGENDA ITEM - 18

ED – Uniform

Action

**SUBJECT: Boonie Hats
CAP/CS – Col Chitwood**

INFORMATION BACKGROUND:

Exposure to ultraviolet radiation has many known consequences to the human body. Exposure to UV radiation, in addition to causing sunburn with immediate discomfort, also causes increased risk of future skin cancers, including deadly melanoma.

Baseball-type hats protect the top of the head to various degrees, depending on whether composed of mesh or solid construction. The visor may give some protection to the forehead and face. However, it provides no protection to the ears or back of the neck. It is common to develop cancerous lesions on the tops of the ears from years of sun exposure.

The wide-brimmed hat, known commonly as the “boonie hat” does provide protection for the ears and back of the neck as well as top of the head and forehead. This type of hat is what is most recommended by medical experts for UV radiation protection. This is also the type of hat used by the military in many current field deployments in high UV exposure environments such as the desert.

CAP members often engage in duties requiring them to be outdoors for long periods of time. Flight line personnel often do not have readily available shade for UV protection.

Past proposals to authorize the Boonie hat in traditional cammo pattern were not approved as this hat is considered to be a unique “in theater” combat uniform item. However, Air Force uniforms have changed and subsequent discussions with AF staff indicate that a solid color boonie hat may be an acceptable alternative.

Boonie hat options in blue (similar in color to other CAP uniform items) would be good protective headgear for members engaged in prolonged outdoor activities. It would also provide for high visibility. With its chin strap restraint, and the possible addition of a “keeper” safety clip for attaching to the back collar, it could also be a safe head gear for use on the flight line. Not only is the boonie hat a needed safety and protection item, it is also a uniform item that has been highly requested by members for several years.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the optional (but highly encouraged) wear of the “Boonie” hat in woodland cammo or blue color to match the field utility uniforms for use in extended outdoor operations when specifically authorized by the activity director.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

This proposal was previously disapproved by the Air Staff; however, CAP-USAF supports the proposal and will resubmit for Air Staff approval. Woodland camouflage or blue is more likely to receive favorable consideration than orange. If the proposal is approved, the request to Air Staff should be specific and limit wear to field condition circumstances and not routine "in-garrison" wear. This would be consistent with USAF regulations.

ADVISOR / NATIONAL STAFF COMMENTS:

Recommend Approval of the Woodland Cammo or Navy Blue "Boonie" hat with the BDU or CAP distinctive field uniforms for extended outdoor or "field" operations only when specifically authorized by the activity director or commander concerned. Dark or Navy Blue is recommended as it matches the CAP distinctive field uniforms. The authority to wear the boonie hat with the BDU uniform will need Air Force approval and authorization to wear any "boonie" hat with the BDU will only be when and if the Air Force approves.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *Civil Air Patrol Uniform Manual*

NATIONAL BOARD ACTION

COL CHITWOOD/CV MOVED and COL BROWN/AK seconded the PROPOSED NATIONAL BOARD ACTION.

COL WALLING/MER MOVED TO AMEND and COL PARRIS/CA seconded the amendment to include that the same insignia that is currently worn on the field utility uniforms, either cammo or blue, be authorized for use on the "Boonie" hat.

THE AMENDMENT CARRIED

THE AMENDED MOTION CARRIED

The amended motion reads as follows:

"That the National Board approve the optional (but highly encouraged) wear of the "Boonie" hat in woodland cammo or blue color to match the field utility uniforms for use in extended outdoor operations when specifically authorized by the activity director, and that the same insignia that is currently worn on the field utility uniforms, either cammo or blue, be authorized for use on the "Boonie" hat."

February/March 2008 National Board Minutes

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPM 39-1, Civil Air Patrol Uniform Manual.

AGENDA ITEM - 19

ED - Uniform

Action

**SUBJECT: Corporate Uniform Shirt Option
IN WG/CC – Col Reeves**

INFORMATION BACKGROUND:

The current corporate uniform golf shirt is a widely used, distinctive item of clothing. An optional, “**long sleeve polo shirt**” for wear during cooler weather or in cooler climates would give members a more presentable alternative for a warmer garment than adding a randomly selected, long sleeve shirt to be worn underneath the short sleeve golf shirt as is often currently observed. Other than the option of long sleeves and knitted-cuff, no changes in the color, collar, four-button neck closure, left chest pocket, and member-selected embroidery options of the popular, cotton-polyester knit golf shirt are indicated.

PROPOSED NATIONAL BOARD ACTION:

That the National Board authorize, as an additional corporate uniform item, an optional, long sleeve, knitted-cuff, cotton-polyester knit “Polo shirt” version of the popular, blue, golf shirt.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

None.

CAP-USAF HEADQUARTERS’ COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

Recommend Approval. A long sleeve version of the dark blue embroidered polo shirt does have merit and, if approved, will be coordinated with our vendor for design.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *Civil Air Patrol Uniform Manual*

NATIONAL BOARD ACTION

COL REEVES/IN MOVED and COL BEASON/SD seconded the PROPOSED NATIONAL BOARD ACTION.

THE MOTION CARRIED

February/March 2008 National Board Minutes

FOLLOW-ON ACTION: Change to CAPM 39-1, Civil Air Patrol Uniform Manual, and notification to the field when item is available for purchase.

AGENDA ITEM - 20

ED - Uniform

Action

**SUBJECT: Corporate Service Coat
CAP/CS – Col Chitwood**

INFORMATION BACKGROUND:

The National Board approved a new corporate uniform that looks extremely similar to the current USAF “dress blues” uniform, and includes metal grade insignia and silver sleeve “Commissioning” braid. Members in this uniform might easily be mistaken for USAF officers. Out of respect for the substantial differences between CAP and USAF officers, and to minimize the chances of CAP officers being mistaken for very senior military officers, and in order to foster consistency (“uniformity”) in appearance with our own Air Force-style and other corporate uniforms, the NB should alter the commissioning braid worn on the sleeve.

PROPOSED NATIONAL BOARD ACTION:

That the National Board direct the removal of the silver sleeve braid from the corporate uniform service coat, and authorizes the wear of the blue sleeve braid that is currently in use for the Air Force-style uniform with a recommended 1 August 2008 phase out date for the silver sleeve braid.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

None.

CAP-USAF HEADQUARTERS’ COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

Recommend Approval.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *Civil Air Patrol Uniform Manual*

NATIONAL BOARD ACTION

COL CHITWOOD/CS MOVED and COL EGGEN/AZ seconded the PROPOSED NATIONAL BOARD ACTION.

COL JENSEN/CT MOVED TO AMEND and COL JENSEN/SWR seconded the amendment to also include reverting to the black band for the service hat.

THE MOTION TO AMEND CARRIED

COL LITT/VA MOVED TO POSTPONE INDEFINITELY and COL CHAZELL/RMR seconded the motion to postpone indefinitely.

THE MOTION TO POSTPONE INDEFINITELY CARRIED

AGENDA ITEM - 21

ED - Uniform

Action

**SUBJECT: Change to Uniform Manual
MD WG/CC - Col Weiss**

INFORMATION BACKGROUND:

The current guidance in CAPM 39-1, Para 6-3 includes a NOTE the placement of ribbons, badges, and devices for senior members stating that in "All ribbons, badges, and devices worn by senior members must fall below the notch of the collar on the service coat or the bottom of the collar of all shirts/blouses worn as outer garments" Some CAP officers are vertically challenged (to use the current politically correct term). Therefore, the uniform surface they have to work with from the top of the pocket to the shoulder seam and from the lapel to edge of the side of their service coat is limited. Working on the premise that all officers should be able to wear what they have earned, it is requested that the National Board revisit this and change the language to coincide with the Air Force uniform guidance in AFI 36-2903 which does not restrict exceeding the notch of the pocket and simply states the spacing between ribbons and badges.

The guidance already established in CAPM 39-1, Table 6-2, Item 5 and 6 provides the guidance for placement of Aviation Badges and Specialty Insignia which coincides with AFI 36-2903.

PROPOSED NATIONAL BOARD ACTION:

That the National Board strike from CAPM 39-1, Para 6-3 the following:

NOTE: All ribbons, badges, and devices worn by senior members must fall below the notch of the collar on the service coat or the bottom of the collar of all shirts/blouses worn as outer garments".

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

If approved, this change would require Air Staff approval.

ADVISOR / NATIONAL STAFF COMMENTS:

Recommend Approval. This would require Air Force approval, so change would only be made when and if Air Force approved this proposal.

February/March 2008 National Board Minutes

Historically, this was the result of an Air Force Functional Management Inspection in 1989 and Civil Air Patrol was asked to make some changes to their uniform. In 1990, Civil Air Patrol established the notch in the collar of the service coat and the bottom tip of the collar when buttoned as a limit for items on the left breast to ensure a professional, military image.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *Civil Air Patrol Uniform Manual*

NATIONAL BOARD ACTION

COL WEISS/MD MOVED and COL EGRY/DE seconded the PROPOSED NATIONAL BOARD ACTION.

THE MOTION CARRIED

FOLLOW-ON ACTION: Obtain Air Force approval prior to changing CAPM 39-1, paragraph 6-3.

AGENDA ITEM - 22

ED-Uniform

Action

**SUBJECT: Change Command Patch
CAP/CS-Col Chitwood**

INFORMATION BACKGROUND:

The revised command patch that was approved in November 2006 removed the words in the banner U.S. Air Force Auxiliary and re-placed it with "Civil Air Patrol". The letters "CAP" were replaced with "US". The November 2007 NEC approved the general motion to remove the "US" from uniform items, but was not specific in the mention of the command patch. The recent (25 January 2008) uniform change letter gives reference to this board to clarify the confusion.

PROPOSED NATIONAL BOARD ACTION:

That the National Board direct the replacement of the revised command patch having the "US" lettering and "Civil Air Patrol" banner with a command patch having the "Civil Air Patrol" banner without the "US" lettering. The National Board establishes a phase out date for those having the "US" command patch of 28 February 2010. When on a vehicle or aircraft, the phase out date will be established as 28 February 2013.



ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Recommend approval.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *Civil Air Patrol Uniform Manual*

NATIONAL BOARD ACTION

COL FAGAN/NCR MOVED and COL RUSHING/SER seconded the PROPOSED NATIONAL BOARD ACTION, except that the phase out date of the “US” command patch is 1 March 2010, and when on a vehicle or aircraft the phase out date is 1 March 2013.

There was clarification that having “USAF Auxiliary” on vehicles does not preclude the conduct of corporate activities. However, the AF Instruction does say that if “USAF Auxiliary” in on the vehicle, CAP would not be allowed to do support to law enforcement activities that would normally under Title 10 status violate Posse Comitatus.

COL ANDREU/NY MOVED TO AMEND and COL WEISS/NFO seconded the amendment that the phase out date of the command patch decals on aircraft and vehicles be changed to “phasing out through attrition” vice 1 March 2013.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Implementation, notification, and change to CAPM 39-1, *Civil Air Patrol Uniform Manual*, CAPR 66-1, *CAP Aircraft Maintenance Management*, CAPR 77-1, *Operation and Maintenance of CAP Vehicles*.

AGENDA ITEM - 23

ED-Uniform

Action

**SUBJECT: Wear of Senior Member NCO Grades on the New Corporate Uniform
CAP/CS-Col Chitwood**

INFORMATION BACKGROUND:

A year ago the National Board authorized a new corporate uniform consisting of a white aviator shirt, blue AF-style pants/skirt, a black windbreaker jacket and a double breasted service coat. These combinations have been very popular in the field; however, we neglected to establish a wear policy for those senior members who have elected to retain their NCO grades.

PROPOSED NATIONAL BOARD ACTION:

The National Board approve a proposal to authorize the wear of the 4 inch Air Force chevrons on the sleeve of the Corporate Service Coat and black windbreaker. The 3 ½ inch chevrons would be worn on the sleeve of the white aviator shirt. Females have the option of wearing the 3 ½ inch or 4 inch chevrons on the outer garments.

ESTIMATED FUNDING IMPACT:

Cost would be incurred by the individual member as with any uniform item.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

Recommend approval.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *Civil Air Patrol Uniform Manual*

NATIONAL BOARD ACTION

COL CHITWOOD/CS MOVED and COL FAGAN/NCR seconded the PROPOSED NATIONAL BOARD ACTION.

THE MOTION CARRIED

February/March 2008 National Board Minutes

FOLOW-ON ACTION: Implementation, notification, and change to CAPM 39-1, Civil Air Patrol Uniform Manual.

**SUBJECT: Senior Advisor Reports
CAP/CS – Col Chitwood**

1. Senior Advisor/Operations – Col Skiba

COL SKIBA introduced the Operations advisory team members and presented an update slide briefing

2. Senior Advisor/Support – Col Guimond

COL GUIMOND noted that the Support section consists of 9 advisors and 6 team leaders, and presented an update slide briefing including IT priorities.

3. Glider Committee Report – Col Guimond

COL GUIMOND presented an update slide briefing and noted the importance of the current command emphasis on the glider program and its importance to the Cadet Program. He made a recommendation that this committee report through the Senior Advisor for Operations and that OICs (Officers in Charge) be identified at all levels.

4. Safety Report – Col Letteer

COL LETTEER presented a slide briefing covering statistics and emphasized that the responsibility for safety rests on the shoulders of the commanders. He also requested compliance with reporting requirements as well as submitting suggestions under Operation CAPSafe.

5. Health Services Report – Col McLaughlin

COL MC LAUGHLIN briefed on the status of current programs in Health Services. She also emphasized the need for commanders to appoint Health Services Officers in the unfilled positions.

6. Historian Report – Col Blascovich

COL BLASCOVICH noted the status of current historical issues. He presented a slide briefing on the background of the Medal of Valor which was later divided to allow for a Silver Medal of Valor and a Bronze Medal of Valor. He also presented the first coin for a new organization—the Historical Medal of Valor Association—to Brig Gen Courter. The Historical Medal of Valor Association coin will be given to all members who receive the Medal of Valor and an honorary medal given to those people who support the organization.

7. National Cadet Advisory Council (NCAC)

The NCAC Report was distributed. The NCAC is giving feedback to national strategies across the Cadet Program support. The following highlights of the report were briefed:

a. In response to a request to evaluate the feasibility of on-line testing, the NCAC suggested that it be tested only on the cadet officer level as a primary tester program so they don't risk run into problem that might be encountered with basic cadets not knowing what to do.

b. The council has tried to integrate DDR better into the leadership draft text provisions to make sure there are case studies and that DDR is taken seriously to the cadets across the nation.

c. The council is beginning to tackle the physical fitness program overhaul. Before the next board, there will be a proposal as an agenda item of how the council sees revising the physical fitness program, which should promote lifelong fitness as the mission states. The council feels the program does not embody that value and goal right now.

d. The council has proposed a cadet NCO of the Year Award, in addition to the cadet Officer of the Year Award. The current award is just for Phase IV cadets, which singles out a lot of cadets in the program, especially new cadets. This new proposal hopefully will help combat the recruiting and retention issues and also promote wing and region level cadet NCOs of the Year, which will help recognize newer cadets as they begin in the program.

e. The council is trying to make sure cadets are aware of the opportunities available to them, especially new cadets. As they graduate encampment they are now eligible for National Cadet Special Activities. The NCAC drafted a letter that lets cadets know about National Cadet Special Activities that are now available to them.

f. The NCAC has also drafted a new mission statement to help refine the goals of the NCAC as a body. The NCAC also encourages region and wing commanders to ensure their CACs know about the NCAC mission statement and take the opportunity to revise their mission statements in the same fashion to make sure they have a strong focus.

g. The NCAC also has a revised Constitution & Bylaws.

BRIG GEN COURTER encouraged the region commanders to reach out to their Cadet Advisory Council representative. She stated that she and the commanders would work with the NCAC on these items with the council.

8. Inspector General – Col Linker

COL LINKER distributed two handouts that relate to the compliance inspection program. These handouts are designed to assist the commanders in their assessment

of the program and the performance in the wings. He reviewed the handout forms and their use with the commanders. He stated that the commanders would receive periodic reports of the findings so the commanders will have a digest of the findings and trends. A separate report will be sent to the chaplains so they can track their areas. He will also mail to the commanders a 112-page booklet entitled, "Complaint Investigating Officer's Guide," for use by IGs and IOs (Investigating Officers) when conducting IG investigations—not command-directed investigations. If preferred, commanders can request a CD instead of paper.

9. International Air Cadet Exchange (IACE) Report – Beth Scoggins

MS. SCOGGINS reported that in 2007, 62 cadets were exchanged along with 4 escorts, and 2 observers. Sixty-six cadets and 14 escorts will be exchanged in the summer 2008, with about 13 countries. She encouraged the commanders who haven't done so to consider hosting.

10. Hawk Mountain Report – Col Lee

COL LEE/PA reported that in 2007, CAP started the Command and General Staff College or School at Hawk Mountain, which gives the corporate officers a chance to get a first-hand look at the school. He presented a slide briefing on the cadet activities at the Hawk Mountain School.

11. National Staff College Director's Report for 2007 and information for 2008 were distributed.

BRIG GEN COURTER noted that the National Staff College Report on Retention was used as one of the inputs to Strategic Planning as was the Strategic Plan from 2003, the National Headquarters, and a number of other things. She added that if there are ideas about National Staff College special projects that should be done, please let her or Peggy Myrick know. She expressed appreciation for the reports and the great work.

AGENDA ITEM - 25

Action

SUBJECT: Old Business

1. Agenda Item 3; Nov 07 NEC - Region and Wing "XXX-XX-000" Squadrons

Report to be presented by Col Skip Guimond on behalf of Col Tom Todd.

PROPOSED NEC ACTION:

That the National Executive Committee vote to request the NHQ staff develop and publish amendments to CAPR 35-1 and CAPR 39-2 stating that members assigned to Wing or Region "000" units are inactive members and may only participate in activities currently authorized for Patron Members.

That the National Executive Committee vote to request the NHQ staff to develop a system to restrict e-services access for members of Wing or Region "000" squadrons. Members of Wing or Region "000" squadrons should have access only to public, non-sensitive CAP computer systems.

That the National Executive Committee vote to request NHQ staff to modify e-services so that all Patron Members are assigned to Region or Wing "000" squadrons, to simplify the restriction of e-services access of inactive and Patron Members to public information only.

NEC ACTION:

COL JENSEN/SWR MOVED and COL CARR/GLR seconded that the NEC vote to postpone this issue as described and send to National Headquarters staff and appropriate committee to work these issues with a report at the winter 2008 National Board meeting.

MOTION TO POSTPONE CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Referral to committee, with direction to clearly define the term "inactive," and inclusion in the winter 2008 National Board agenda.

MARCH 2008 NB ACTION:

COL GUIMOND presented the committee report which expressed an opinion that members in the "000" squadrons would leave the organization if they were removed from their current units.

COL JENSEN/SWR accepted the committee report but stated that questions remains, "What is the "000" squadron; what are we doing with it?" He added: "at least some wings use this as a place to park inactive members which may be okay, but the "000" squadron still consists of pull-up members, pull-up squadrons providing they are otherwise qualified participants in anything we do and if that is our intent, I am fine with that. I think we need to understand it as we use that squadron."

COL SAILE/MI MOVED and COL JENSEN/SWR seconded that the National Board vote to accept the committee report.

THE MOTION CARRIED

ITEM CLOSED

2. Agenda Item 12; Nov 07 NEC – Cadet on National Board – Col Andy Worek

PROPOSED NEC ACTION:

That the National Executive Committee vote to request the Constitution and Bylaws committee to prepare a Constitution and Bylaws amendment to appoint a Cadet representative, to be selected by the NCAC, as a non-voting member of the National Board. The proposed amendment should be considered at the 2008 Winter National Board, and (if approved) passed on to the Board of Governors for action.

NEC ACTION:

COL JENSEN/SWR MOVED and COL CHAZELL/RMR seconded the PROPOSED NEC ACTION

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Referral to Constitution and Bylaws Committee and inclusion in the winter 2008 National Board agenda and, if appropriate, the June 2008 Board of Governors agenda. The following guidance was provided for committee consideration: (a) The NCAC chair should be at least 18 years of age; (b) Consider looking at alternative of making the NCAC a standing committee of CAP and the chairman of the committee would have access to the board without membership; (c) Consider, if a non-voting member, that during Executive Session this non-voting member would be excluded (there was explanation that the NCAC understands and concurs); (d) There was clarification that the motion intends only National Board—not NEC; (e) Consider actions requiring cadet input and/or attendance to be consolidated at one time during the meeting to best utilize their time.

MARCH 2008 NB ACTION:

COL WOREK presented a slide briefing on the report of the Constitution and Bylaws Committee, which unanimously recommended against making the National Cadet Advisory Committee (NCAC) chairman a member of the National Board. The reasons include (1) The National Board constituencies are based geographically across the United States, (2) The subject matter the constituencies work through the advisory system, (3) The Cadet Program is a training ground and the National Board is not a

February/March 2008 National Board Minutes

training ground, and (4) National Board membership, voting or not, encloses a fiduciary duty and may be inappropriate for cadets, particularly a cadet who is not of majority age. An alternative was presented: To have the chairman of the NCAE appointed as an advisor to the National Commander, and in that role could work with and through the National staff, have access to the National Commander and at the invitation of the National Commander appear at National Board or NEC meetings to make presentations. The Constitution and Bylaws Committee proposal is that the changes to the Constitution and Bylaws be rejected in the manner drafted and that a motion be made to appoint the NCAC chairman as an advisor to the National Commander.

COL JENSEN/SWR MOVED and COL WINTERS/OH seconded that the National Board vote to accept the requested language changes in ATTACHMENT B of the committee report for approval and forwarding to the Board of Governors.

The requested language changes contained in ATTACHMENT B read as follows:

“ARTICLE X, NATIONAL BOARD, adding paragraph I. The Chairperson of the National Cadet Advisory Council as an honorary, non-voting member.

“ARTICLE XIII, SELECTION OF CORPORATE OFFICERS, adding paragraph h. The National Cadet Advisory Council Chairperson shall be an honorary corporate officer, appointed by the National Commander upon recommendation of the Senior Advisor to the National Cadet Advisory Council.

“SECTION 10, CORPORATE OFFICERS, adding paragraph 10.12. The Chairperson of the National Cadet Advisory Council is an honorary, non-voting member of the National Board is the chairperson of the National Cadet Advisory Council and:

- a. Shall serve solely in an honorary capacity and hold no authority or responsibility as a corporate officer except as delineated here.
- b. Shall be authorized to appear and speak on behalf of the National Cadet Advisory Council at National Board Meetings if and only if such cadet has:
 - (i) Attained the age of majority in the site of such meetings,
 - (ii) Written permission of the cadet’s parents for the cadet to attend as an adult has been provide in a timely manner to the Chief of Staff, and
 - (iii) Participation of the cadet at the meeting itself is in the company of the National Cadet Advisory Council Advisor.

COL WALLING/MER MOVED TO POSTPONE and COL DIDUCH/NER seconded the motion to postpone until the August 2008 National Board Meeting.

THE MOTION TO POSTPONE DID NOT PASS

THE MOTION DID NOT PASS

ITEM CLOSED

3. 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.

4. Agenda Item 17-5; Nov 07 NEC – New Business –

Report to be given by Col Skip Guimond on behalf of Col Steve Kuddes.

Suspension of Individuals during Investigations of Alleged Cadet Abuse

COL JENSEN/SWR stated that currently the suspension is 60 days unless there is an extension if there is consideration of criminal actions until actions are completed. There is a provision in CAPR 35-1 that requires coordination with Corporate Legal Counsel regarding suspension. There is also guidance in the Cadet Protection Regulation. To resolve these concerns, Col Jensen made the following motion:

NEC ACTION:

COL JENSEN/SWR MOVED and COL WALLING/MER seconded the motion to add the following sentence to paragraph 6-a (3), CAPR 35-1: “The suspension may also be renewed for subsequent 30-day periods if a CAP investigation remains in progress. Extensions for this reason require approval of the next higher commander at wing or higher in the chain of command.”

COL CHITWOOD/CS MOVED TO POSTPONE and COL JENSEN/SWR seconded the motion to postpone this item until Saturday.

MOTION TO POSTPONE CARRIED UNANIMOUSLY

ON SATURDAY, THE FOLLOWING REVISED MOTION WAS MADE:

COL JENSEN/SWR MOVED and COL CARR/GLR seconded the motion that the NEC vote to direct a committee chosen by National Commander and Executive Director to review current provisions for suspension of members pending investigations of allegations of cadet abuse. The specific questions/directions for the committee to address are (1) is a suspension always necessary? And (2) Establish provision for continuation of suspension until CAP investigation is complete, if necessary.

MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Designation of committee by National Commander and Executive Director with a report back to the winter 2008 National Board meeting and inclusion in the agenda.

MARCH 2008 NB ACTION:

COL GUIMOND, Senior Advisor-Support on behalf of Col Steve Kuddes, Chair of the Ad Hoc Committee on Suspensions, gave the report. To answer the questions raised in the motion, he reported that (1) “Yes, suspensions are always necessary because the purpose is to ensure prompt and uniform treatment with timely legal counsel, and is mandated under the Cadet Protection Policy.” And (2) In order to establish a provision for continuation of suspension until CAP investigation is complete, if necessary, the

February/March 2008 National Board Minutes

committee will draft changes to CAPR 35-1, in accordance with CAP'S forms management responsibility. However, the committee wanted to go further and make specific recommendations to the National Board, as follows:

a. Any member may be suspended for alleged or suspected cadet abuse or at any time other information is received which, if substantiated, would make the member subject to termination, or while an internal investigation of such allegation is pending. (Reasons were provided).

b. The suspension is effective for up to 60 days and may be continued beyond that time upon approval of the wing commander in the event criminal actions are pending or further internal investigation is required. **An Additional 60-day suspension(s) must be approved by the next higher authority with justification why the extension is required. Suspension pending an internal investigation may not exceed 180 days without the specific approval of the National Executive Committee. (Reasons were given).**

COL GUIMOND further stated that the Adverse Personnel Actions Committee is working on some details to better address suspensions pending investigations. The changes would be part of an overall improvement of adverse personnel action processes and will be part of their report when provided.

COL JENSEN/SWR MOVED and COL EGGEN/AZ seconded that the National Board vote to amend CAPR 35-1 in accordance with the recommendations of the Ad Hoc Committee on Suspensions.

COL KARTON, member of the Ad Hoc Committee, highly recommended the removal of the provision for civil actions currently contained in CAPR 35-1.

COL WALLING/MER MOVED TO AMEND and COL CHAZELL/RMR seconded the amendment to remove the words "civil or" from CAPR 35-1.

THE MOTION TO AMEND CARRIED

RESTATED AMENDMENT: Clarification that Col Walling was not speaking of this but actions to be taken by the Adverse Personnel Actions Committee.

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Implementation, notification, and changes to CAPR 35-1.

ITEM CLOSED

5. Agenda Item 17-10; Nov 07 NEC – New Business – Col Andy Worek

Bylaw Change, Section 10.6

NEC ACTION:

BRIG GEN COURTER MOVED and COL MOODY/NC seconded a motion that the NEC request the Constitution & Bylaws Committee to review Section 10.6 of the Bylaws to consider changing Para 10.6.e. to authorize the National Controller to ensure adherence to the “fiduciary” program of the corporation rather than just the “financial” program (strike the word “Financial” and include the word “Fiduciary), and that the Constitution & Bylaws Committee make a recommendation to the winter 2008 National Board for follow-on action by the Board of Governors. (This action would allow logistical transactions to be codified.)

MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Referral to the Constitution & Bylaws Committee with a report back to the winter 2008 National board. If approved, follow-on action by the Board of Governors and inclusion in the Jun 2008 BoG agenda.

MARCH 2008 NB ACTION:

COL WOREK briefed the recommendations of the Constitution & Bylaws Committee for changes to the National Controller title and duties to properly reflect the responsibility also for property management.

COL WOREK/NLO MOVED and COL CHAZELL/RMR seconded that the National Board vote to have the Constitution & Bylaws Committee forward to the BoG for approval the changes, as briefed, to the Constitution and Section 10.6 of the Bylaws.

The recommended changes read:

“10.6. National Controller for Finance and Property. The National Controller for Finance and Property may also be known as the ‘National Controller,’ and shall:

*** * * * ***

Add paragraph g. “Ensure that all property received by Civil Air Patrol shall be managed (for example: acquired, titled, accounted for, safeguarded and disposed of) in a manner consistent with Civil Air Patrol policies and in accordance with applicable Federal directives.”

Also change title in ARTICLES X, XI, XIII, XIV, SECTIONS 10 and 15.

COL JENSEN/CT MOVED TO AMEND and COL PARRIS/CA seconded the amendment that the changes be forwarded to the BoG as is, with the exception that we leave the title the way it is.

RESTATED AMENDMENT: Strike the words “for Finance and Property” from the title of the National Controller.

THE MOTION TO AMEND CARRIED (34 voted yes; 30 voted no)

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Recommended changes to the duties of the National Controller forwarded to BoG for approval. Inclusion in the Jun 2008 BoG agenda.

ITEM CLOSED

6. Agenda Item 13-3; Aug 07 NB – New Business: CAPR 60-1 – Col Joe Vazquez

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 eliminated 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

February/March 2008 National Board Minutes

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.

Rationale: Check Pilots are Instructor pilots who have completed the National Check Pilot Standardization Course of ground and flight instruction once ever 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.

Rationale: CAPR 60-6, *CAP Counterdrug Operations*, provides the guide lines on assistance to law enforcement and is sufficient by itself 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 LITT/VA 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 his 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 his 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.

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

7. Agenda Item 7; Aug 07 NB – Nomination to the Hall of Honor – Maj Gen Dwight Wheless

NATIONAL BOARD ACTION

COL WEISS/NFO MOVED TO POSTPONE and COL OPLAND/DE seconded the motion to postpone this agenda item until the 2008 Winter National Board in order that Maj Gen Richard L. Bowling's name be given to the Hall of Honor Committee for due consideration.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Referral of Maj Gen Bowling's nomination to the Hall of Honor Committee and inclusion in the 2008 Winter National Board agenda.

MARCH 2008 NB ACTION:

MAJ GEN WHELESS stated that the original of this report has been handed up to the Chief of Staff and this report is addressed to the National Board. The Hall of Honor Committee is composed of Brig Gen Warren Berry; Maj Gen Richard Bowling, who did not participate in the discussion of this item; Brig Gen Johnnie Boyd; Brig Gen Lyle Castle; Brig Gen Tom Casaday; Brig Gen Hal DuPont; Brig Gen William Patterson; and Brig Gen Wheless, as chairman. The Hall of Honor Committee is charged with the responsibility of considering individuals nominated for induction into the Civil Air Patrol Hall of Honor, and making recommendations to the National Board as to whether the board should consider the nominee favorably or unfavorably. Induction into the Hall of Honor is Civil Air Patrol's highest honor and the committee may consider anything about the nominee and his or her contributions of sustained, outstanding service to Civil Air Patrol. Additionally, the nominee may not be nominated while serving in a corporate office or within 2 years thereafter. Civil Air Patrol General Counsel has ruled that service on the Board of Governors is not a corporate office. Concerning the nomination of Maj Gen Richard L. Bowling the majority of the voting members of the committee having met and carefully considered the biography of the nominee, the achievements of his term as National Commander, his record of service and achievements over his period of membership since 1961, and all testimony of committee members has unanimously voted to recommend to the National Board that Maj Gen Richard L. Bowling should be inducted into the Civil Air Patrol Hall of Honor.

COL CHAZELL/RMR MOVED and COL JENSEN/SWR seconded that the National Board vote in favor of the Hall of Honor Committee's recommendation, as presented.

THE MOTION CARRIED

FOLLOW-ON ACTION: Induction of Maj Gen Bowling into the Civil Air Patrol Hall of Honor.

ITEM CLOSED.

8. Agenda Item 8; Aug 07 NB – Emergency Services Competition – Col Andy Skiba

NATIONAL BOARD ACTION

COL JENSEN/SWR MOVED and COL DAVIES/NAT CAP seconded a SUBSTITUTE MOTION to approve the PROPOSED NATIONAL BOARD ACTION in principle with a request that additional and detailed financial information be provided at the 2008 Winter National Board meeting with a request for final approval at that time.

THE SUBSTITUTE MOTION CARRIED

FOLLOW-ON ACTION: Development of in-depth financial analysis of all costs involved and inclusion in the 2008 Winter National Board agenda.

Lt Col Pete Andersen, ES Team Leader, performed an analysis of the costs involved. He determined the cost of establishing a National ES Competition including the Region Competition would be a grand total of \$215,269. The in-depth financial analysis along with another option for the competition is provided in an attachment. Other options may be presented at the NB meeting by Col Andy Skiba, Senior Advisor for Operations.

See Attachment 5 for the financial analysis.

CAP-USAF/CC Clarification: This event cannot be completely funded with Air Force appropriated funds. Many of the planned expenses (awards, distinctive clothing, etc) would not be authorized. A detailed budget breakdown will be required to be submitted to CAP-USAF for analysis of allowable expenses.

MARCH 2008 NB ACTION:

COL SKIBA noted and briefed the requested financial analysis of the cost of establishing a National Emergency Services Competition.

THE NATIONAL BOARD ELECTED TO TAKE NO ACTION

ITEM CLOSED.

9. Agenda Item 12-2; Aug 07 NB: Agenda Item 12, May 07 NEC – Col Andy Worek

Agenda Item Submission Procedures

Constitution and Bylaws Committee tasked to research potential changes and procedures to the submission of agenda items to CAP's governing bodies.

Action:

COL WOREK/NLO briefed that the Constitution and Bylaws Committee has begun its initial discussions of the process, but do not have a product to report out due to other higher priority assignments. The committee hopes to have a report by the time of the 2008 Winter National Board.

FOLLOW-ON ACTION: Committee report at the 2008 Winter National Board meeting. Inclusion in the 2008 Winter Board agenda.

MARCH 2008 NB ACTION:

COL WOREK/NLO briefed and recommended that the board vote to have the Constitution and Bylaws Committee make adjustments and draft adjustments to the Constitution and Bylaws to establish a method of agenda item submission and establish the agenda committee. Also, as part of that motion, there would be a staffing at National to begin assembling that committee and working up what would be the regulation and the process by which items are submitted.

Committee Recommendation:

A. Any 2 members could submit items 60 days before the meeting through EX for review by Agenda Committee (AC).

B. AC to accept/reject based on agreed criteria & notify submitters promptly. Accepted items then forwarded for staffing.

C. Submitters may over-ride AC by motion to the board passed by 60 percent majority of voting members present.

February/March 2008 National Board Minutes

Special Considerations:

- A. Establish a separate body of rules for NB procedure.
- B. The Committee: Chaired by CS (vote only in case of tie) with 4 members, staggered 4 year terms, all former NB members, none holding positions above wing.
- C. The Criteria: Consider only (1) policy matters of (2) national concern. Policy:
“Set of basic principles and associated guidelines, formulated and enforced by the governing body of an organization, to direct and limit its actions in pursuit of long-term goals.
- D. Establish procedures limiting “New Business” items:
 - 1. Non-emergency items brought to the Board under New Business shall not be subject to passage until the next meeting of the National Executive Committee or National Board, except that such matters may be sent to the Agenda Committee and thereafter staffed in the interim. Emergency matters shall be temporary, to remain valid only as long as necessary and in no event longer than the close of the next Board meeting.
 - 2. The determination of whether a matter is an emergency matter shall be at the discretion of the Chair
- E. Extend this assignment for additional work: - The Committee recognizes the following issues require input from NB and further refinement. Specifically:
 - 1. What happens to non-policy items? There should be a mechanism for making non-policy adjustments to CAP practices.
 - 2. The definition of “policy” and criteria for objectively deciding what belongs with the NB could use some work.

COL LITT/VA MOVED TO POSTPONE and COL GREENIA/HI seconded the postponement until the summer 2008 National Board at which time a definitive product could be presented to this board for action.

MOTION TO POSTPONE DID NOT PASS

COL WALLING/MER MOVED and COL FAGAN/NCR seconded that the National Board vote to adopt the recommendations, as presented, with two amendments: (1) Should the agenda committee choose not to put something on the agenda that it can be overruled by a majority of the board (not 60 percent), and (2) Changes to submission would have to be in concert with the submitter.

COL WEISS/MD MOVED TO AMEND and COL PARRIS/CA seconded the amendment to strike, under 4.b. Special Considerations, the Committee, the phrase: “none holding positions above wing.”

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Referral back to the Constitution and Bylaws Committee, as recommended.

10. Agenda Item 12-4; Aug 07 NB – Adverse Action Report – Col Bob Karton

Adverse Personnel Action Report

COL KARTON presented a slide briefing and briefed that the committee was charged with collecting all the adverse personnel actions (from about 21 regulations) into one place in order to eliminate conflicts, inconsistencies, and ambiguities, define terms, and to have a standard of fairness—basic due

process—a standard of review, as well as to preserve “command” prerogatives. The proposed regulation is intended (1) to eliminate inconsistencies and conflicting provisions, (2) to reduce or eliminate application of standards which are ambiguous or impossible to definition, and (3) to unify all adverse personnel actions into one place.

The following goals for Adverse Personnel Actions (APA) have been established by the committee:

1. Place all APAs into the domain of the commander while preserving the IG process in appropriate circumstances;
2. Mandate adherence to the chain of command in the APA process and review process;
3. Apply the IG process and utilize trained IGs early and often to assist in sensitive matters;
4. Encourage participation by Legal Officers for guidance as well as preservation of confidentiality and privilege;
5. Provide a mechanism to insulate APA procedures, including the review process, from undue command influence;
6. Establish “progressive discipline” as a written essential element of disciplinary actions;

February/March 2008 National Board Minutes

7. Incorporate common due process elements;
8. Keep processes simple and unburdened without inviting frivolous complaints; and
9. Honor CAP's core values throughout.

COL WOREK/NLO MOVED and COL JENSEN/CT seconded the motion that the National Board votes to approve the policies outlined by Col Karton and direct this committee to continue forward.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: The committee tasked to continue forward and report at the 2008 Winter National Board meeting. Inclusion in the 2008 Winter National Board agenda.

MARCH 2008 NB ACTION:

COL KARTON reported that work on this project has been delayed due to some serious physical setbacks of his partner, Major Tom Cork. Work is now continuing on this project and will be submitted and published for comment well in advance of the summer 2008 National Board. The project will be completed since the National Board has already approved the policies.

NO FURTHER ACTION. ITEM CLOSED.

11. Agenda Item 13-4; Aug 07 NB – Ethics Program – Col Bill Charles

Civil Air Patrol Ethics Program

COL OPLAND/DE referred to the National Commander's letter to all Civil Air Patrol members and employees, 25 Aug 2005, Subj: Civil Air Patrol Ethics

Policy. He stated that because policy letters expire, he would make a motion to codify and formalize this ethics policy.

COL OPLAND/DE MOVED and COL SAILE/MI seconded the motion that the National Board (NB) directs the Constitution and Bylaws (C&B) Committee to draft the following changes to the C&B for approval at the winter 2008 NB meeting, prior to submission to the Board of Governors:

- 1. Under the Constitution, Article XV, Corporate Officer Suspension and Removal, should be changed to include violations of CAP's Ethics Policy as grounds for removal from office of all corporate officers.**

2. Under the Bylaws, an Ethics Committee should be created to periodically review and update the Ethics Policy.

Under a point of information and with permission, Mr. Rosenzweig/EXS stated that a new numbered regulation is in the process of coordination at National Headquarters in accordance with CAPR 5-4, which implements the ethics policy contained in the interim change letter (ICL) of 25 Aug 2005.

COL JENSEN/SWR MOVED TO POSTPONE and COL CHAZELL/RMR seconded the motion to postpone this motion with a report to the 2008 Winter National Board as to the status or completion of the regulation.

THE MOTION CARRIED

FOLLOW-ON ACTION: Report of status or completion of proposed Ethics regulation at the 2008 Winter National Board. Inclusion in the 2008 Winter National Board agenda.

CAPR 35-10, *Ethics Policy*, has been completed and covers the above issue. It was posted on the CAP web site for comment on 30 January 2008.

MARCH 2008 NB ACTION:

COL CHARLES noted that the comment period for CAPR 35-10 ended 28 February 2008. There was only one addition to the policy so the regulation is now ready to be published. Col Charles added that CAPR 35-10 will be a part of the Professional Development Program from day one for members. He further added that part of the original agenda item was changes to the Constitution & Bylaws and stated that now that the regulation has been codified and will be published, the Constitution & Bylaws Committee will report to the May 2008 NEC meeting on the issues under the Constitution and Bylaws.

FOLLOW-ON ACTION: Include Constitution & Bylaws issues in May 2008 NEC agenda.

AGENDA ITEM - 26

Action

SUBJECT: New Business

1. ITEM: Wear of Alternative Clothing When Requested by the Customer

COL KYLE/OR MOVED and COL PARRIS/CA seconded that the National Board vote to direct the National staff to add the following language to the Uniform Manual: “Wing Commanders may authorize alternative clothing or uniforms for mission field activities when the customer requires clothing other than one of our uniforms.”

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation, notification, and change to CAPM 39-1, Civil Air Patrol Uniform Manual

2. ITEM: Wear of NEC Badge and NB Badge Only by Incumbent Office Holders

COL SAILE/MI MOVED and COL HEABERLIN/KY seconded that the National Board vote to approve that the NEC badge and the National Board badge be approved for wear only by incumbent office holders.

THE MOTION DID NOT PASS

3. ITEM: Bronze Star Device on Commander’s Commendation Award Given by Region Commander

COL SAILE/MI MOVED and COL CHAZELL/RMR seconded that the National Board vote to approve that a Bronze Star device be authorized on the Commander’s Commendation Award when the award is given by a region commander.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation, notification, and change to CAPR 39-3.

4. ITEM: Adoption of Black All-weather Overcoat for Wear with Corporate Uniform

COL SAILE/MI MOVED and COL BROWN/AK seconded that the National Board vote to adopt the black all-weather overcoat with double-breasted buttons and epaulets, with metal rank insignia and CAP cutouts, as an item of outerwear to be worn with the corporate uniform.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation, notification, and change to CAPM 39-1, Civil Air Patrol Uniform Manual.

5. ITEM: Wear of AF-style Blue Fur Cap with Service Dress Uniforms

COL SAILE/MI MOVED and COL DAVIDSON/NH seconded that the National Board vote to adopt an AF-style blue winter fur cap as an approved item of cold weather headgear. No insignia is worn on the cap. It is worn with service dress uniforms.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation, notification, and change to CAPM 39-1, Civil Air Patrol Uniform Manual.

6. ITEM: Granting of FAA Wings Credit for CAP Training and Check Rides

COL MILLER/NV presented a slide briefing outlining the FAA Wings Program which was introduced in May 2007. National Board action will change the FAA Wings Program from Nevada Wing to a national program.

COL MILLER/NV MOVED and COL PEARSON/PCR seconded that the National Board vote to endorse the granting of FAA Wings Credit for CAP training and check rides.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation and notification.

7. ITEM: Wear of Individual Command Patch Which Includes USAF Auxiliary

COL WEISS/MD MOVED and COL MOORE/WV seconded that the National Board vote to approve the wear of individual (not aircraft/vehicles) command patch which includes USAF Auxiliary.

COL JENSEN/SWR MOVED TO AMEND that the National Board recognize the command patch containing the words "Civil Air Patrol" that was voted earlier today as the official command patch, and the command patch containing the words "USAF Auxiliary" be able to be approved by wing commanders as an approved alternate patch on the uniform

THE AMENDMENT FAILED FOR LACK OF A SECOND

THE MOTION DID NOT PASS

COL MILLER/NV MOVED and COL MAIS/MO seconded that the National Board vote to adjourn.

THE MOTION CARRIED

ADMINISTRATIVE ANNOUNCEMENTS

Preceding the agenda items, update briefings were presented by Brig Gen Courter/CV, Mr. Don Rowland/EX, and Col Hodgkins, USAF, CAP-USA/CC.

Brig Gen Courter/CV announced the formation of a partnership between Norwich University and the CAP New Hampshire Wing, and the establishment of \$20,000 National CAP Scholarships at Norwich University, for as many cadets as qualify and maintain their status.

Col Chitwood/CS announced the following named new commanders and Brig Gen Courter/CV presented their National Board badges:

SWR Col John M. Eggen/AZ
RMR Col Edward D. Phelka/CO
Col Paul A. Tweden/MT
PCR Col Kenneth W. Parris/CA
Col Ralph L. Miller/NV

Col Chitwood/CS also recognized three interim commanders:

SER Lt Col Michael A. Crowe/GA
RMR Lt Col David A. Guzman/ID
GLR Col Gordon A. Larson/IL

Col Chitwood/CS also announced the following named outgoing commanders and expressed appreciation for their service:

NCR Col Bernard F. King/KS
Col Stephen G. Miller/MN

A Distinguished Service Medal was presented to Col Lyle E. Letteer, Jr. for his service on the National Board as Commander, Georgia Wing.

A 50-Year Member Certificate was presented to Col Andrew E. Skiba.

Lt Col August W. (Bill) Schell, National Curator, was promoted to the temporary grade of colonel and recognized for his significant contributions in collecting and maintaining the most comprehensive collection of CAP memorabilia in the country.

A special presentation (pens from the Senate) was made to Col John Swain, Lt Col John Fussner, Col Russ Opland, and Col John Eggen for their special efforts in assisting with Legislative Day training.

A special presentation (not identified—pens from the Senate?) was made to Major Rajesh Kothari and Col Bill Charles for their special efforts in assisting with the leader forum conducted on Friday morning.

February/March 2008 National Board Minutes

Brig Gen Courter/CV recognized the National Officers in attendance: Col Kay McLaughlin, Col Len Blascovich, Col Bill Shell, and Col Lyle Letteer. She thanked them for their service.

Brig Gen Courter/CV recognized and thanked members of the National Headquarters staff for their efforts in preparing for the meetings.

Brig Gen Courter/CV welcomed and thanked the viewers as the meeting was streamed over the internet.

Mr. John McClain from Vanguard made a presentation on its capabilities to support CAP's needs.

THE WINTER NATIONAL BOARD ADJOURNED AT _____, SATURDAY, 1 MARCH 2008.