

# **NEC MINUTES**

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**National Executive Committee  
Meeting**

**30 April – 1 May 2010**

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**Atlanta GA**

National Executive Committee Meeting Minutes  
30 April – 1 May 2010  
Atlanta GA

Contents

**OPEN SESSION**

**Action Agenda Items**

1.	Advisor / Committee Reports.....	Col Chazell.....	4
2.	Approval of November 2009 NEC Minutes.....	Col Chazell.....	10
3.	CY 2011 NEC Meeting Dates & Sites.....	Col Chazell.....	11
4.	Annual Conference 2012.....	Col Rushing.....	13
5.	At-Large BoG Member Selection.....	Gen Courter.....	15
6.	Counterdrug Ribbon for Mission Base Staff .....	Col Myrick.....	17
7.	Paul E. Garber Award.....	Col Hayden.....	18
8.	Awards & Decorations Officer.....	Col Hayden.....	21
9.	Active Personnel Files.....	Col Hayden.....	24
10.	WMIRS eAircraft Discrepancy System .....	Col Myrick.....	26
11.	Issuing Guidelines for Membership ID Cards .....	Col Chazell.....	28

**Other Items**

12.	Old Business		
	a. Identification Cards .....	Col Myrick.....	30
	b. Membership Application – Proof of Identity .....	Col Hayden.....	35
	c. Quality Cadet Unit Award .....	Col Hayden.....	38
	d. National Staff Organization (CAPP 20 – Information Only) ..	Col Chazell.....	42
13.	New Business		
	a. Cadet Advisory Council Term limits.....		43
	b. Glider Program .....		43
	c. Ribbon for Faculty Members and Course Directors .....		43
	d. Ribbon “Of the Year” Awards.....		44
	e. Safety Apparel.....		44



ATTEST:

Barry S. Herrin  
Colonel, CAP  
National Legal Officer



OFFICIAL:

Amy S. Courter  
Major General, CAP  
National Commander

Civil Air Patrol  
National Executive Committee Meeting Minutes  
30 April – 1 May 2010  
Atlanta GA

**OPEN SESSION**

CALL TO ORDER .....	Maj Gen Amy S. Courter, CAP
INVOCATION .....	Ch, Col Whitson B. Woodard, CAP
PLEDGE OF ALLEGIANCE .....	Col Russell E. Chazell, CAP
ROLL CALL .....	Mr. Don R. Rowland, HQ CAP/EX
NATIONAL COMMANDER REMARKS .....	Maj Gen Amy S. Courter, CAP
EXECUTIVE DIRECTOR REMARKS .....	Mr. Don R. Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS .....	Col William R. Ward, USAF

**NATIONAL EXECUTIVE COMMITTEE**

Maj Gen Amy S. Courter, CAP .....	National Commander
Brig Gen Reggie L. Chitwood, CAP .....	National Vice Commander
Col Russell E. Chazell, CAP .....	National Chief of Staff
Col C. Warren Vest, CAP .....	National Finance Officer
Col Barry S. Herrin, CAP .....	National Legal Officer
Col William S. Charles, II, CAP .....	National Controller
Col Christopher J. Hayden, CAP .....	Northeast Region Commander
Col Joseph R. Vazquez, CAP .....	Middle East Region Commander
Col Charles L. Carr, Jr., CAP .....	Great Lakes Region Commander
Col James M. Rushing, CAP .....	Southeast Region Commander
Col Steven W. Kuddes, CAP .....	North Central Region Commander
Col Joseph C. Jensen, CAP .....	Southwest Region Commander
Col Donald G. Cortum, CAP .....	Rocky Mountain Region Commander
Col Larry F. Myrick, CAP .....	Pacific Region Commander

**Non-voting members:**

Col William R. Ward, USAF .....	CAP-USAF Commander
Col Merle V. Starr, CAP .....	CAP Inspector General
Ch, Col Whitson B. Woodard, CAP .....	Chief of Chaplain Corps

**CORPORATE TEAM**

Mr. Don R. Rowland	Executive Director
Mr. Johnny F. Dean	Director, Plans & Requirements
Ms. Susan K. Easter	Chief Financial Officer
Mr. Marc D. Huchette	Director, Public Awareness & Membership Development
Mr. Larry Kauffman	Assistant to Executive Director for Fleet Management
Mr. James L. Mallett	Director, Educational Programs
Mr. Rafael Robles	General Counsel
Mr. John A. Salvador	Director, Missions
Mr. Gary Schneider	Director, Logistics & Mission Resources

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**AGENDA ITEM - 1**

**Action**

**SUBJECT: Advisor / Committee Reports  
CAP/CS – Col Chazell**

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**Perfunctory Reports:**

- |  |                 |
|--|-----------------|
| 1. * (Staff) CAP National Safety Officer         | Col Diduch      |
| 2. * (Executive) Finance Committee Report        | Col Vest        |
| 3. * (Executive) Chaplain Report                 | Ch, Col Woodard |
| 4. * (Executive) National Legal Officer's Report | Col Herrin      |
| 5. * (Executive) Inspector General               | Col Starr       |
| 6. * (Executive) National Controller             | Col Charles     |
| 7. * (Advisor) Senior Advisor, Support           | Col Guimond     |
| 8. * (Advisor) Senior Advisor, Operations        | Col Murrell     |

**Additional Reports:**

- |   |                  |
|---|------------------|
| 9. (Advisor) National Advisory Council        | Brig Gen du Pont |
| 10. (Advisor) National Cadet Advisory Council | c/Col King       |
| 11. (Staff) Historian Report                  | Col Blascovich   |
| 12. (Staff) National Medical Officer          | Col McLaughlin   |
| 13. (Committee) Hall of Honor                 | Maj Gen Wheless  |
| 14. (Committee) Constitution and Bylaws       | Col Herrin       |
| 15. (Committee) Public Trust                  | Col Kavich       |
| 16. (Committee) Governance                    | Col Verrett      |
| 17. (Affinity) Large Wing                     | Col Pearson      |
| 18. (Affinity) Disaster Relief                | Col Rushing      |
| 19. (Affinity) Operations                     | Col Vazquez      |

**PERFUNCTORY REPORTS:**

1. (Staff) CAP National Safety Officer – Col Diduch

COL DIDUCH presented a slide briefing on the National Safety Program. Safety remarks were also made by the CAP-USAF Safety Officer.

2. (Executive) Finance Committee Report – Col Vest

COL VEST/NFO presented the National Finance Committee Report, with committee recommended actions. The following NEC actions were taken:

- a. FY- 11 Financial Plan:

COL VEST/CHAIRMAN OF THE FINANCE COMMITTEE MOVED that the NEC approve the FY-11 Financial Plan as presented.

**THE MOTION CARRIED**

- b. NEC Travel Policy:

COL VEST/CHAIRMAN OF THE FINANCE COMMITTEE MOVED that the NEC approve the NEC Travel Policy as presented (to allow regions to manage their annual budget allocations) and the NEC travel forms be updated to reflect the change.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy and update NEC travel forms.

- c. IRS Form 1099 Reporting:

COL VEST/CHAIRMAN OF THE FINANCE COMMITTEE MOVED that the NEC approve a change to CAPR 173-1 to require all units to obtain W-9 information on all payments to vendors (to exclude member reimbursements) prior to payment.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 173-1.

- d. Unit Certificates of Deposit:

COL VEST/CHAIRMAN OF THE FINANCE COMMITTEE MOVED that the NEC approve a change to CAPR 173-1 to require units to forward CD funds to Wing Headquarters as they mature to be managed under the Wing Banker Program.

**THE MOTION CARRIED**

## **April / May 2010 NEC Minutes**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 173-1.

e. Bank Rating Review:

COL VEST/CHAIRMAN OF THE FINANCE COMMITTEE MOVED that the NEC approve a change to CAPR 173-1 to require all Wings that have funds held in bank with a Bankrate.com security rating of "1" to establish new accounts at more secure banks within 4 months of the notification of the new rating.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 173-1.

f. Unit Deposits (Information)

COL VEST/NFO reported that CAPR 173-1 will be revised to provide clarification on deposits made by units and cash collections.

g. Time Limit for CMS Drafts:

COL VEST/CHAIRMAN OF THE FINANCE COMMITTEE MOVED that the NEC approve a change to CAPR 173-1 to require Wings to review the CMS draft notification and respond within 15 days to approve or dispute CMS draft amount. If disputed, the Wing is allowed 30 more days to evaluate and resolve the dispute. The Region/CC will be notified of all disputes. All disputes must be resolved and payment received within 45 days of the initial notification. Final authorization for payment will be made by the Region/CC in the case of an unresolved dispute.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 173-1.

h. CMS Related Issue (Information):

COL VEST/NFO reported that a few wings are not collecting funds from the pilots and do not have the funds on hand when drafts are due. Therefore, future WFA visit reports will include information on delinquent CMS drafts

i. Electronic Approvals Using Sertifi:

COL VEST/CHAIRMAN OF THE FINANCE COMMITTEE MOVED that the NEC approve a change to CAPR 173-1 to allow a Wing to pay an invoice over \$500 with a single signature on a check if the Finance Committee has properly approved the expense and all documentation has been processed through Sertifi.

**THE MOTION CARRIED**

**April / May 2010 NEC**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 173-1.

j. Options to Financial Freeze (Information):

COL VEST/NFO reported that an alternative to the three freeze levels for financial noncompliance in the current CAPR 173-1, has been successfully tried, which would not be punitive to the entire wing, especially as prescribed at Level Two. An alternative to freeze action would be to assign a special accounting consultant (appointed by the Region Commander) to the Wings who would report directly to the Region Commander. A Level Two freeze will not be imposed until after the alternative approach has been tried.

k. National Board Travel Policy:

COL VEST/NFO stated that the National Finance Committee makes no recommendation regarding a request by several wings to change the current policy to limit reimbursement to wings receiving less than \$25,000 in state funding.

l. ACMX Balances at OR Wing:

COL VEST/CHAIRMAN OF THE NATIONAL FINANCE COMMITTEE MOVED that the NEC approve the OR Wing reimbursement proposal for NHQ to set aside funds in the Advance account to offset the wing's MX balance of \$13,592 over the next 3+ years.

In response to questions, MS EASTER/CFO clarification that this and other wing loans will not affect the national budget in any way because this is a cash requirement. Cash funds will be moved from the corporate operating account into the Advance account. There are adequate funds on hand to manage this without any future cash flow problems.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: NHQ/FM staff action and notification to OR Wing.

m. Insufficient ACMX Balances:

COL VEST/CHAIRMAN OF THE NATIONAL FINANCE COMMITTEE MOVED that the NEC direct the wing commander with concurrence of the region commander and in agreement with NHQ/FM to propose a repayment plan that extends no longer than 5 years, and that the NEC delegate to the Finance Committee final authority to approve a proposed plan.

COL VEST/NFO clarified that if the Finance Committee does approve a proposed plan, they can proceed. If the Finance Committee doesn't approve a plan, it will come to the NEC.

**THE MOTION CARRIED**

## **April / May 2010 NEC Minutes**

FOLLOW-ON ACTION: Implementation of policy, notification of required action to the field.

n. Wing Financial Assessment Update: (Information)

COL VEST/NFO briefed the slide which depicted progress being made by the wings.

o. HF-ALE Communication Equipment Procurement:

COL VEST/CHAIRMAN OF THE NATIONAL FINANCE COMMITTEE MOVED that the NEC approve that CAP not procure any more HF-ALE equipment in FY-10 and recommend review of training and refinement of table of allowances during this pause in procurement.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: NHQ staff action.

p. WFA Review of Inventory and Equipment: (Information)

COL VEST/NFO briefed the slide announcing that reviews of assets by the WFAs will expand to the unit level in support of the external audit.

q. Region Training Center Funding Request:

COL VEST/CHAIRMAN OF THE NATIONAL FINANCE COMMITTEE MOVED that the NEC approve the Hawk Mountain request to receive Vanguard Region Training Center matching funds in the amount of \$17,500.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: NHQ staff action

3. (Executive) Chaplain Report – Chap, Col, Woodard

CHAP, COL, WOODARD reported that the focus of the Chaplain Corps continues to be on statistical analysis, which was distributed at the 2010 Winter National Board meeting. He added that 15 new members have been added to the Chaplain Corps this year. He also shared the following concerns which are a challenge: (1) The application process, (2) Conduct of the Region Chaplain Corps Staff College, and (3) Delay in publication of a new Values for Living and a revised CAPP 221, Chaplain Training Series. He stated that overall the Chaplain Corps is growing and flourishing in its mission. Chaplain Woodard requested completed Forms 48 from all National Staff members.

## **April / May 2010 NEC**

### 4. (Executive) National Legal Officer's Report – Col Herrin

COL HERRIN/NLO reported that the National Legal Officer's College has just been completed, and there were about a third of all national legal officers were in attendance. He also requested that he be notified if region commanders were having difficulty in getting responses from the region legal officers.

### 5. (Executive) National Inspector General – Col Starr

COL STARR/IG did not have a report but announced that the IG College will be held 6 – 11 June, at Kirtland AFB, NM.

### 6. (Executive) National Controller – Col Charles

COL CHARLES/NAT CON presented a slide briefing on National Controller activities. He also expressed appreciation to NHQ/IT and NHQ/LG for all the on-line items now available.

MR. SCHNIDER/LGD briefed on the tracking process of items shipped from National Headquarters to the field. There was discussion on the new ORMS and a method to follow-up on equipment shipped to the field.

### 7. (Advisor) Senior Advisor, Support – Col Guimond

COL GUIMOND presented a slide briefing covering all the areas in the Support area.

### 8. (Advisor) Senior Advisor, Operations – Col Murrell

COL MURRELL presented a slide briefing on Operations. There was discussion in the communications area to determine if CAP could effectively use the low-end UHF, if available.

COL CORTUM/RMR gave an update on the National Radar Analysis Team.

### 9. (Advisor) National Advisory Council – Brig Gen du Pont

The report is included in the book

**SUBJECT: Approval of November 2009 NEC Minutes  
CAP/CS – Col Chazell**

**Author: None**

**INFORMATION BACKGROUND:**

The minutes of the November 2009 National Executive Committee meeting were distributed in draft form. This allowed the National Executive Committee members a chance to review the minutes for any discrepancies.

The November 2009 NEC Minutes are included in your material.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the November 2009 NEC minutes.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**DCS / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NEC ACTION:**

**COL CHAZELL/CS MOVED and COL VAZQUEZ/MER seconded the PROPOSED NEC ACTION.**

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Remove the word "DRAFT" from the November 2009 Minutes.

**AGENDA ITEM - 3**

**PM**  
NEC Meeting Dates

**Action**

**SUBJECT: CY2011 NEC Meeting Dates**  
**CAP/CS – Col Chazell**

**Author:** Mr. Rowland

**INFORMATION BACKGROUND:**

For calendar year 2011, the winter meeting of the National Board will be 2-5 March in Washington DC. The 2011 Annual Conference will be 17-20 August in Louisville KY.

For the NEC meetings in calendar year 2011, the proposed dates are:

<b><u>Event</u></b>	<b><u>Date</u></b>	<b><u>Location</u></b>
May NEC Meeting	29-30 April 2011	
November NEC Meeting	4-5 November 2011	Maxwell AFB AL

**PROPOSED NEC ACTION:**

That the National Executive Committee approves the proposed NEC dates and sites for CY2011.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NEC ACTION:**

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

## **April / May 2010 NEC Minutes**

MR. ROWLAND/EX announced that the 2011 Winter National Board will be held 2 – 5 March 2011, in Washington, DC; and that the 2011 Summer National Board will be held in August again, by request, in Louisville, KY. He added that both of these events are already under contract. The proposal is to consider the May and November NEC meetings, with no recommended location for May.

**BRIG GEN CHITWOOD/CV MOVED TO AMEND and COL CHAZELL/CS seconded that the NEC allow the National Commander to select a location for May 2011.**

**THE MOTION TO AMEND CARRIED**

**THE AMENDED MOTION CARRIED**

FOLLOW-ON ACTION: Update National Calendar of Events and establish a location for May 2011 NEC Meeting.

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**AGENDA ITEM - 4**

**PM**  
Annual Conference

**Action**

**SUBJECT: Annual Conference 2012 in Puerto Rico**

**Author:** Col Rushing

**SER/CC – Col Rushing**

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**INFORMATION BACKGROUND:**

It is normal policy that the NEC gives direction to the National Headquarters Staff as to what part of the country to have the annual conference. The conference is normally rotated around the country so that each area has a chance to participate in the activities.

**PROPOSED NEC ACTION:**

That the National Executive Committee approves San Juan Puerto Rico as the host city for the 2012 Annual Conference.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The NHQ will support any decision the NEC makes concerning the location for the 2012 Annual Conference and National Board Meeting. However, there are some things to consider concerning the Puerto Rico proposal.

- Although attendance from the Puerto Rico Wing would be higher, there would be no drive-ins from surrounding states which could affect overall attendance.
- Rate at suggested hotel in San Juan \$139 plus tax. Alternative hotel in Puerto Rico with \$140 a night rate is over 40 miles away from San Juan Airport.
- Shipping cost for equipment and meeting supplies would increase due to not being able to rent a u-haul. All materials would have to be shipped freight. (6-8 Pallets)
- Typically the Annual Conference is moved geographically around the country. Going by that method, somewhere in the Northeast or Middle East Region would be the next location. Out of the last 8 Annual Conferences, 3 have been in the Southeast (Tampa, Atlanta, Orlando)
  - No Annual Conference in Northeast since 2002, and Middle East since 1995.
- Other possible 2012 Options
  - o Baltimore
  - o Boston
  - o Charlotte

**April / May 2010 NEC Minutes**

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NEC ACTION:**

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

**COL MYRICK/PCR MOVED TO SUBSTITUTE and COL VAZQUEZ/MER seconded that the NEC allow consideration of Baltimore, MD as a substitute site for the 2012 Annual Conference and National Board Meeting.**

**THE MOTION TO SUBSTITUTE CARRIED**

**COL MYRICK/PCR MOVED TO SUBSTITUTE and BRIG GEN CHITWOOD/CV seconded that the NEC select Baltimore, MD as the site for the 2012 Annual Conference and National Board Meeting.**

During discussion, there was clarification that many other cities were considered to evaluate those hotels meeting the CAP criteria, taking into consideration a stated preference to rotate the meetings among the regions.

The National Commander suggested that in the future it might be helpful if the NEC would consider asking for particular location areas and then have staffing by NHQ, in order to avoid a single wing location being brought forward for action. There was also a suggestion that instead of a National Conference, consideration might be given to holding an NEC Meeting in Puerto Rico.

**THE MOTION TO SUBSTITUTE CARRIED**

FOLLOW-ON ACTION: Update the National Calendar of Events.

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**AGENDA ITEM - 5**

**EX**  
**BoG**

**Action**

**SUBJECT: At-Large BoG Member Selection**  
**CAP/CC - Maj Gen Courter**

**Author:** None

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**INFORMATION BACKGROUND:**

Pursuant to Article IX of the Constitution, Civil Air Patrol appoints two Members at Large to the Board of Governors. These members serve a single four year term. There is currently a vacancy and a replacement needs to be chosen by the NEC in accordance with the procedures in CAPR 35-9. CAP/DP sent out notice of the coming vacancy and has received applications from members. The closing date for nominations was 30 January 2010. DP has reviewed all nominations and prepared a summary of qualifications sheet for NEC review. Each NEC member has the opportunity to nominate one candidate. Once all nominations are submitted, a seconding motion will be requested and received. Following discussion, if any, there will be a vote for acceptance of all nominations to be included on the ballot. Ballots will be distributed and a vote will be taken. The candidate receiving a clear majority (at least 8 votes) will be appointed to the Board of Governors. If no candidate receives a clear majority, the procedures stated in CAPR 35-9 are followed until one candidate receives a clear majority.

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to select an at-large member for the Civil Air Patrol Board of Governors.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

## April / May 2010 NEC Minutes

### **NEC ACTION:**

MAJ GEN COURTER announced that in Closed Session, **Lt Col Ned Lee**, Pacific Region, was selected as the at-large BoG member, and that Col Lee had accepted the position. Gen Courter expressed appreciation to all those who applied for this position and for the great deliberation the NEC did to select on behalf of the members.

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**AGENDA ITEM - 6**

**ED**  
Awards

**Action**

**SUBJECT: Counterdrug Ribbon for Mission Base Staff**

**Author:** Col Miller NV

**PCR/CC – Col Myrick**

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**INFORMATION BACKGROUND:**

The Air Search and Rescue, Disaster Relief and the newly approved Air Patrol Ribbons may be awarded for base support or staff functions as well as air sorties. The counterdrug ribbon has no such provision. Today's counterdrug missions are often complex and require base planning and base support.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve that mission base staff may earn the Counterdrug Ribbon under the same terms as the Air Search and Rescue Ribbon.

Effective date of \_\_\_\_\_.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Sr. Advisor Support – Concur.

**REGULATIONS AND FORMS AFFECTED:**

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

**NEC ACTION:**

**COL MYRICK/PCR MOVED and COL JENSEN/SWR seconded the PROPOSED NEC ACTION, with an effective date of 1 May 2010.**

**THE MOTION CARRIED**

FOLLOW-ON ACTIONS: Implementation of policy, notification to the field, and change to CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates.*

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**AGENDA ITEM - 7**

**ED**  
Awards

**Action**

**SUBJECT: Paul E. Garber Award**  
**NER/CC – Col Hayden**

**Author:** Maj Dey

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**INFORMATION BACKGROUND:**

The Civil Air Patrol (CAP) recognizes the importance completing US Air Force Professional Military Education (PME) in a Senior Member's training progression and recognizes that completion by authorizing additional appropriate bronze and silver stars to the Paul E. Garber Award and the Gill Robb Wilson Award. Those applicable sections of CAPR 39-3 for the Garber and Wilson Awards are quoted as follows:

**"Paul E. Garber Award"**. Successfully complete Level IV training requirements. A bronze star will be added to denote completion of Squadron Officer School. All previous criteria and wear instructions no longer apply."

**"Gill Robb Wilson Award"**. Successfully complete Level V training requirements. A bronze star will be added to denote completion of Air Command and Staff College. A silver star will be added to denote completion of Air War College. (The Silver Star replaces the bronze star. Both devices are not worn on the ribbon). All previous criteria and wear instructions no longer apply. NOTE: Any member earning senior program awards under previous criteria may continue to wear them until ribbons or medal requires remounting at which time ribbons/medal should be worn as outlined above, regardless of when earned."

If a Senior Member completes the Squadron Officer School (SOS) for Level IV and Air Command and Staff College (ACSC) for Level V that Senior Member can wear the appropriate bronze stars for those two completions on both the Garber Award and the Wilson Award. If these are the two highest PME completions that the member has there is not a problem with acknowledging those accomplishments.

The problem arises if a Senior Member completes all three levels of US Air Force PME: SOS, ACSC, and Air War College (AWC). The Senior Member can replace the bronze star on the Wilson Award with a silver star for completion of the AWC, the highest PME course, but now cannot show completion of the ACSC, the second highest PME course, on either the Garber Award nor the Wilson Award. It would make sense for the CAP Senior Member to show their successful completion of the two highest US Air Force PME courses whichever those two courses might be.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve changes to CAPR 39-3 to allow the wearing of a silver star on the Garber Award for the completion of the US Air Force Air Command and Staff College PME course.

CAPR 39-3, Section D – Professional Development Awards, 15 (e) and (f) should be changed to read as follows (additions are underlined):

**April / May 2010 NEC**

“e. Paul E. Garber Award: Successfully complete Level IV training requirements. A bronze star will be added to denote completion of Squadron Officer School. A silver star will be added to denote completion of Air Command and Staff College. (The Silver Star replaces the bronze star. Both devices are not worn on the ribbon). All previous criteria and wear instructions no longer apply.”

“f. Gill Robb Wilson Award: Successfully complete Level V training requirements. A bronze star will be added to denote completion of Air Command and Staff College. A silver star will be added to denote completion of Air War College. (The Silver Star replaces the bronze star. Both devices are not worn on the ribbon). For completion of Air Command and Staff College the member has the option of wearing a silver star on the Garber Award or a bronze star on the Wilson Award but not both. All previous criteria and wear instructions no longer apply. NOTE: Any member earning senior program awards under previous criteria may continue to wear them until ribbons or medal requires remounting at which time ribbons/medal should be worn as outlined above, regardless of when earned.”

Effective date of \_\_\_\_\_.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Sr. Advisor Support & Member Services Advisor – While the Support Team agrees with the spirit of this item, we believe it is too complicated to be understood and complied with by many of our members. Given the NB's recent actions toward simplification of uniform related items this item (which applies to only a small percentage of members) will certainly add to the confusion on the proper wear of decorations and ribbons.

One solution might be to authorize the wear of the Gold Star for completion of Air War College, the Silver Star for completion of Air Command and Staff College and the Bronze Star for completion of Squadron Officer School. Since the member can only wear two of the three on the Wilson and/or Garber Award Ribbons, they will only wear stars representing the two highest level schools completed and an observer would not have to guess at which school is being represented.

Gold stars are currently authorized on the Command Service Ribbon and on the CAC Ribbon, so we are not creating a new device...just expanding the usage of an existing device.

**April / May 2010 NEC Minutes**  
**REGULATIONS AND FORMS AFFECTED:**

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

**NEC ACTION:**

**COL HAYDEN/NER MOVED and COL KUDDER/NCR seconded** that the National Executive Committee approve changes to CAPR 39-3 to recognize and allow the wearing of the Gold Star for completion of Air War College, the Silver Star for completion of Air Command and Staff College, and the Bronze Star for completion of Squadron Officer School, with the highest worn on the Wilson Award Ribbon and the second highest worn on the Garber Award Ribbon. If a member has fully achieved the Garber Award, then only the one highest PME star will be worn on that ribbon, effective 1 June 2010.

**THE MOTION CARRIED**

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

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**AGENDA ITEM - 8**

**ED**  
Personnel

**Action**

**SUBJECT: Awards & Decorations Officer**  
**NER/CC – Col Hayden**

**Author:** Maj Dey

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**INFORMATION BACKGROUND:**

The Civil Air Patrol (CAP) actively supports the importance of recognizing CAP Members' contributions and hard work through the various awards and decorations bestowed upon them. In recent years CAP has continued to refine the awards and decorations process to recognize those deserving CAP Members by adding new award and decoration categories. More distinct levels of accomplishments are recognized with more available for decorations and more CAP duty positions are recognized with new various of-the-year awards. These yearly additions have progressively added to the administrative load to the Personnel Officer's function at all CAP unit levels.

One solution would be to create a new CAP duty position called an "Awards & Decorations Officer". This new duty position would be a sub position to the Personnel Officer. Just as Communications has three sub duty positions, Engineering, Training, and Licensing, the new Awards & Decorations Officer would be a fully trained Personnel Officer as are the three sub communications officers positions are fully trained Communications Officers. A new CAP Specialty Track would NOT be required for the new Awards & Decorations Officer duty position.

These new Awards & Decorations Officer duty positions would be located at all CAP unit levels; Region, Wing, Group, and Squadron located under Personnel. These personnel trained officers would then be able to strictly focus on those specific award and decoration items that are critical to a viable CAP recognition process. This would include but not limited to the following:

1. Seeking out, with the help of unit members, those deserving of recognition.
2. Developing the supporting documentation and narrative write-ups.
3. Assuring timely submissions through channels for proper award and/or competitions.
4. Preparing proper and appropriate award and decoration certificates.
5. Overseeing and ensuring appropriate and timely award ceremonies.

Much of the award and decoration process in CAP is a last minute rush and/or afterthought process not deserving to the nominees. Poor write-ups and/or missed opportunities are common place. Having an experienced personnel officer assigned to a unit as an Awards & Decorations Officer to focus just on those applicable processes will greatly enhance the Civil Air Patrol and its membership.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve changes change CAPR 20-1 to add the following to the Senior Member Position Descriptions and to eServices.

## April / May 2010 NEC Minutes

CAPR 20-1, Part III, Senior Member Position Descriptions, added below Personnel Officer as follows:

### **Awards & Decorations Officer**

Manages and administers the CAP awards and decorations programs and associated administrative procedures to include:

- Maintain award and decoration records and publications
- Provide guidance on developing justification and narrative write-ups
- Prepare award and decoration forms
- Assure timely submissions for award and decoration competitions
- Prepare award and decoration certificates
- Coordinate proper and timely award and decoration presentations

The Awards and Decorations Officer at all levels should be familiar with CAP award directives and CAPR 39-3.

CAP eServices, Duty Assignment, Assign Duty Position, Select Functional Area, Personnel, Select Duty Position, add the title Awards & Decorations Officer.

Effective date of \_\_\_\_\_.

### **ESTIMATED FUNDING IMPACT:**

None.

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

Concur.

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

None.

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

Sr Advisor Support and Member Services Advisor – Each unit currently has the ability to designate an “awards officer” as requested by this AI. We do not believe that this position should be mandatory. Many units are small and do not have sufficient staffing to properly fill the existing mandatory positions. The primary responsibility for the recommendation of personnel for awards will always remain the commander at all levels. We believe he/she should make the determination how to carry out this responsibility.

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

CAPR 20-1, *Organization of Civil Air Patrol*

**April / May 2010 NEC**

**NEC ACTION:**

This item was withdrawn by Col Hayden, NER/CC

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**AGENDA ITEM - 9**

**ED**  
Personnel

**Action**

**SUBJECT: Active Personnel Files**  
**NER/CC – Col Hayden**

**Author:** Col Hayden

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**INFORMATION BACKGROUND:**

IAW CAPR 39-2 Section B Active Records 1.7 *The member's unit of assignment will maintain these records. The unit personnel officer normally maintains personnel records.*

This gives any unit commander access to their personal files whereby items such as a letter of admonishment or reprimand could easily be removed. By these records being moved to and maintained by the next highest echelon such interference would not be possible and the integrity of these records would be assured.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve that all CAP members' personnel files would be held by their immediate unit except the unit commanders themselves where their personnel file would be held by the next level unit commander that they report to. Unit Commanders: Squadron to Group, Group to Wing, Wing to Region, and Region to National.

Effective date of \_\_\_\_\_.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Sr Advisor Support – We have no objection to this agenda item, however, we suggest that Wing and Region Commanders maintain their own personal records in the same manner that National Staff Officers do. There will be a substantial cost involved for the NHQ to maintain all records, and the present system for senior staff and national officers has worked well for many years.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-2, *Civil Air Patrol Membership*

**April / May 2010 NEC**

**NEC ACTION:**

**COL HAYDEN/NER MOVED and COL KUDDER/NCR seconded that the National Executive Committee refer this item to committee with a report to the November 2010 NEC Meeting.**

During discussion there were concerns especially about procedures for handling personnel files containing reprimands and how long they should be kept.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: The National Commander will work with Ms. Parker/DP and committee chairs to determine if the scope of the Adverse Action Committee should be enlarged to manage this item or if better served elsewhere send to another committee. Proposed options will be coordinated with region commanders prior to committee assignment.

Include in the November 2010 NEC Agenda.

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**AGENDA ITEM - 10**

**MD**  
Operations

**Action**

**SUBJECT: WMIRS eAircraft Discrepancy System**

**Author:** Col Miller NV

**PCR/CC – Col Myrick**

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**INFORMATION BACKGROUND:**

The FAA and NHQ have negotiated an improved system for the reporting of aircraft discrepancies which meets regulatory requirements. The new system is WMIRS based and has been made available for testing online. 32 Wings are currently using the system with good results.

Two basic approaches have been taken by the test wings. Some wings allow individual pilots to input discrepancies directly into WMIRS. Other wings restrict WMIRS entry to a few trained individuals and use various communications methods for pilots to alert these authorized personnel that an entry is needed. The results thus far seem to favor the latter approach to provide some oversight on what is actually entered into the official log. However, both approaches meet FAA requirements.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve, effective June 1, 2010, that the use of the WMIRS eAircraft Discrepancy System will be mandatory. NHQ will develop implementation instructions for the field.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

To ensure continuity and standardization, the guidance should be written in CAPRs, added to existing Compliance Inspection (CI) checklists, and inspected in future Staff Assistance Visits and CIs.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Concur. The system has worked well in many cases, however, there have been instances when an aircraft was not grounded when it should have been, and others have been grounded when they should not have been. Implementation instructions should address those issues.

Sr. Advisor Support – Concur.

April / May 2010 NEC

**REGULATIONS AND FORMS AFFECTED:**

CAPR 66-1, *CAP Aircraft Maintenance Management*  
CAPR 60-1, *CAP Flight Management*

**NEC ACTION:**

**COL MYRICK/PCR MOVED and COL CHARLES/NAT CON seconded the PROPOSED NEC ACTION.**

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 66-1, CAP Aircraft Maintenance Management, and to CAPR 60-1, CAP Flight Management.

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**AGENDA ITEM - 11**

**PM**  
Personnel

**Action**

**SUBJECT: Issuing Guidelines for Membership ID Cards**

**Author: NHQ**

**CAP/CS – Col Chazell**

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**INFORMATION BACKGROUND:**

This proposal is to create specific guidelines for the issuing of the CAP membership ID cards. Each member's national dues pay for one membership ID card annually. Currently, any member can order or as many ID cards as they request. This has lead to as many as 80,000 ID cards being issued in a year. New cards range from promotions, to unit transfers, to replacement and extra cards.

**Suggested Guidelines:**

- Each member is entitled one membership ID card per year based off of their national annual dues or renewal cycle.
  
- Any member can request an additional or replacement card for \$3 starting October 1, 2010.
  
- If a member's name changes or they are changing between "Active" and "Patron" or "Cadet" to "Senior", a new card will be required and issued at no cost.
  
- Temporary ID cards and cards issued for promotions and transfers will be discontinued immediately. Temporary cards are now available for download via E-services.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the CAP Identification Card issuing guidelines as described above.

**ESTIMATED FUNDING IMPACT:**

If above guidelines are approved a conservative estimate of 19,200 cards a year could be eliminated saving an estimated \$21,312 annually (19,200 x \$1.11 = \$21,312)

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Item was written by NHQ.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur.

**April / May 2010 NEC**

**ADVISOR / NATIONAL STAFF COMMENTS:**

Sr. Advisor Support – Concur.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NEC ACTION:**

This item was discussed along with Agenda Item 12. Old Business,

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**AGENDA ITEM - 12**

**Action**

**SUBJECT: Old Business**

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**a. ITEM: Identification Cards**

**November 2009 National Executive Committee Meeting; Agenda Item 14-2 - Action**

**Identification Cards for CAP Members**

COL MYRICK/PCR presented CAP ID Card Discussion Points, as of October 2009 containing a two-part proposal:

- (1) To make picture ID cards mandatory for all senior members by 1 January 2011 (currently only an option), and
- (2) To form a committee to study the feasibility of getting a "Government issued" ID card.

**COL MYRICK/PCR MOVED and COL JENSEN/SWR seconded** that the National Executive Committee approve a 2-part motion: (1) That the current picture ID with the absence of the member's rank and unit number will be required for all senior members by 1 January 2011, as described, and (2) An ad hoc or special committee to review the "Government issued" ID card project.

**COL CHARLES/NC MOVED TO AMEND** to strike the implementation date of 1 January 2011 under Part (1).

**THE MOTION TO AMEND FAILED DUE TO LACK OF A SECOND**

**COL MYRICK/PCR MOVED TO AMEND and COL HERRIN/NLO seconded** the amendment to strike Part (1) of the motion.

**THE MOTION TO AMEND CARRIED**

**THE AMENDED MOTION CARRIED**

FOLLOW-ON ACTION: The following named committee as approved in Part (2) of the motion to further review "Government Issued" ID card project: Col Myrick/PCR, Chair; Members: An additional region commander appointed by the CAP/CC; Mr. Huchette NHQ/PA or designee; a CAP-USAF representative appointed by Col Ward; Lt Col Ned Lee, National Cadet senior advisor; Col Chazell/CS, or designee; Col Herrin/NLO, or designee. Include interim report in May 2010 NEC agenda and each succeeding National Board or NEC meeting until a final report.

## April / May 2010 NEC

### February 2010 National Board Meeting; Agenda Item 8i - Action

COL MYRICK/PCR provided an interim report and stated that he would propose action on Part I at the May 2010 NEC meeting. During the discussion that followed, input was given to the committee working this issue.

FOLLOW-ON ACTION: Include in the May 2010 NEC Agenda

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### May 2010 NEC - Action

#### New information for May NEC 2010 Action

#### INFORMATION BACKGROUND:

This proposal is to change the present CAP ID card to a Professional looking Picture ID card. This card will help CAP be a more professional organization.

#### **General:**

- (1) Yearly dues would entitle each member to one ID card per year. If a member would like more cards or a replacement card (for whatever reason) the amount charged would be \$4 each as it is today.
- (2) Eliminate the mailing reminder, which will reduce current costs (such as personnel, postage and outsourcing, etc.). NHQ will instead email a reminder to the member.
- (3) A new ID card will not be sent when a member gets promoted or when they transfer. (However, changing between "Active" and "Patron" "Cadet" to "Senior" memberships and other significant changes will require a new card, which will be issued at no cost).
- (4) This would take effect 1/1/2012

#### **Seniors:**

- (1) The member's photo would be required to be updated every 5 years.
- (2) To use the picture ID card that we have now. The upload picture procedure would remain the same as it is today.
- (3) Leave the "grade" on the card as it is now.

#### **Cadets:**

- (1) Cadets 17 and under will not be issued picture ID cards and will only receive one card annually. It will be the same ID card as the picture ID only w/o the picture

## **April / May 2010 NEC Minutes**

with a CAP emblem in place of the picture. Replacement cards would be issued with cost to be paid by the member. All cadet cards will list the grade as "cadet".

(2) Cadets 18 and over would have the option of having a picture ID card but would not automatically receive one until the renewal after their 18<sup>th</sup> birthday and they have up-loaded a picture as the procedure is today.

### **PROPOSED NEC ACTION:**

That the National Executive Committee approve a CAP Identification Card as described above.

### **ESTIMATED FUNDING IMPACT:**

To be determined.

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

Suggest the following:

Consider not eliminating the renewal reminder notice. There is still a large percentage of our membership without e-mail address on file – and many of our members [about 20%] still renew by US mail based on receipt of the mailer. NHQ is working to change the mailer to a card instead of a letter/envelope, which will cut our hard cost in half.

Suggest that adult AEM, Cadet Sponsor, State Legislative, and Patron members have the non-photo ID card.

NHQ suggests the following options for the photo ID card:

Current non-photo ID is \$1.11 per card at an estimated annual cost of \$70,000

Option 1 -- use our existing non-photo ID card and add a photo to it with personal info on front -- \$1.16 per card (.17 for mailing + .99 for card w photo -- draft attached) estimated annual cost \$73,100 (\$3,100 increase)

Option 2 – use our existing non-photo id with photo and hologram – \$2.11 per card (.17 mailing + .99 card w photo + .95 for hologram) estimated annual cost \$133,000 (\$63,000 increase)

Option 3 – use our existing photo ID with hologram and info on reverse – \$2.56 per card (.17 mailing + .99 card w photo + .95 for hologram + .45 for personal info on back) estimated annual cost \$161,300 (\$91,300 increase)

Option 4 – use our existing photo ID with info on reverse and without hologram – \$1.61 (.17 mailing + .99 card w photo + .45 for personal info on back) estimated annual cost \$101,400 (\$31,400 increase)

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur with CAP NHQ's comments.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Sr Advisor Support and Member Services Advisor – Agree with NHQ staff that we should not eliminate the reminder notice, and have AEM, Cadet Sponsor, State Legislative, and Parton member have a non-photo ID card.

We believe that the NEC also needs to consider two additional points. The first is what will be done to members who do not provide an acceptable photo. Based on the relatively low cost of the current photo ID card (especially for a 3-year card), we anticipate that many member will not upload a photo. If we force these members in Patron status we may lose their membership. We also need to look at the time required to screen the photos to ensure that they are acceptable. Each year NHQ rejects a number of submitted photos for various reasons. This is not a substantial time burden now, but if the number of photos increases dramatically, it may well become a problem.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-2, *Civil Air Patrol Membership*

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**May 2010 NEC - Action**

a. Item: Identification Cards

After discussion as a committee of the whole, the following actions were taken:

1. **COL VAZQUEZ/MER MOVED and COL HERRIN/NLO seconded** that the National Executive Committee approve Example #4 Picture ID card (as shown).

**COL VEST/NFO MOVED TO AMEND and COL CARR/GLR seconded** to eliminate printing personal information on the reverse side of the card.

**THE MOTION TO AMEND CARRIED**

There was clarification that the approved card will become the standard card for everyone and the other membership categories, i.e. Patron, Aerospace Education members and cadets under 17 years of age will have this card without the picture on it. Also, the amendment removed the personal information from the reverse side of the card. Also, a chaplain designation will be included. Emphasis will be placed on the submission of pictures, but in the absence of a picture, there was a suggestion to include the words "no photo available."

**THE AMENDED MOTION CARRIED**

## April / May 2010 NEC Minutes

2. **COL HERRIN/NLO MOVED and COL MYRICK/PCR seconded** that the National Executive Committee adopt the report of the committee that is represented under **INFORMATION BACKGROUND** on pages 31 and 32 under Tab 12 of the agenda, with the following exceptions:

Under **General**: Under item (1), Change \$4 to \$3 for replacement cards, and eliminate item (2).

**COL MYRICK/PCR MOVED TO AMEND and COL HERRIN/NLO seconded** the following additional changes to the committee report:

Under **General**: Under Item (1) Add the words, “effective immediately; Change item (4) to read: “all active senior members are required to have an approved photo on file no later than 1 January 2012.”

The implementation date of the new card is 1 October 2010.

There was clarification that cards will be issued without a photo if there is not one on file.

The amendment as clarified by the chair: Our date structure just got a little more complex. We have number (4) which states: “all active senior members are required to have an approved photo on file not later than 1 January 2012.” We have another date that is the date upon which we will no longer allow the replacement cards to be freely given, and that is effective immediately—they will have to go in and order the other card. And then the balance of the motion—the implementation of the new card is 1 October 2010.

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

There was clarification that under **General**, item (3) the effective date is immediately (1 May 2010).

### **THE AMENDED MOTION CARRIED**

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

**b. ITEM: Membership Application - Proof of Identity**

**November 2009 National Executive Committee Meeting; Agenda Item 7 - Action**

**INFORMATION BACKGROUND:**

Recent Homeland Security reports indicate terrorist groups could be joining “open door” volunteer organizations such as Civil Air Patrol in order to gain security information and/or gain access to military uniforms. Nowhere in CAPR 39-2 or the Change letters of 20 December 07 and 4 September 08 do we require true and complete proof of identification when a potential new member submits a CAPF 12 or 15. Even though they are required to include a “Volunteer” fingerprint card, there is no accompanying proof that the prints were taken by law enforcement requiring full identification of the applicant. In fact anyone’s prints could be on the form as the ink rollers used are available even for home use.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the requirement for all persons applying for membership in the Civil Air Patrol to provide proof of true identification using the same optional forms of true identification required by the instructions accompanying the Employment Eligibility Verification Form I-9. *(In the case of a cadet applicant without such documentation, a birth certificate and school report card will suffice.)* The method of identification used will be indicated on the CAPF 12 and 15 but the numbers associated with the forms of identification will not be recorded. The unit commander accepting the application will thus attest to reviewing and authenticating the identification items used,

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

**Non-concur:** Requirement and retention for reporting purposes of additional identification (ID) would potentially expose Civil Air Patrol to liability if said information is illegally accessed and utilized in credit scams and identity theft.

Although we do not currently require proof of identity, our fingerprint system will tell us if the SSN, name and date of birth do not match the information in their files. We would be especially concerned about including cadets in this requirement. Many 12 year old cadet applicants do not have any form of picture ID. All schools do not issue ID cards and we have a number of home-schooled students.

**April / May 2010 NEC Minutes**  
**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur with agenda item. CAP-USAF realizes cadets may not satisfy the proposed identification requirement and therefore recommends this item be referred to committee to develop a course of action.

**ADVISOR / NATIONAL STAFF COMMENTS:**

**Senior Advisor – Support:** Senior Advisor Support agrees with the development of a uniform proof of identity, however, the proposed action as written may cause substantial difficulty. Many school age children are not issued a photo ID card at their school, especially in elementary schools and some middle schools.

We are also concerned with potential identity theft issues including possible retention in local unit files of sensitive documents such as birth certificates, passports, etc. We therefore recommend that this be referred to committee to develop a recommended policy for both senior and cadet members. The committee is directed to report back to the spring NEC Meeting.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-2, *Civil Air Patrol Membership*; CAPF's 12 & 15

**NEC ACTION:**

**COL HAYDEN/NER MOVED and COL HERRIN/NLO seconded the PROPOSED NEC ACTION.**

**COL VAZQUEZ/MER MOVED TO AMEND and COL JENSEN/SWR seconded the amendment to change the first line of the motion to strike the words "all persons," and add the words "all persons, except cadets."**

Following discussion regarding different ages and categories of membership, the following motion was made:

**COL HAYDEN/NER MOVED and COL KUDDER/NCR seconded to refer this matter to a committee.**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: This issue will be staffed by legal, Headquarters membership, and others to be determined. Guidance to the committee: (1) Recommendation that fingerprint cards be done by a law enforcement agency to reduce forgeries; (2) Recommendation to consider live scan fingerprinting rather than ink fingerprints on the card; (3) Consideration of retroactive action. Interim report at winter 2010 National Board and final report at May 2010 NEC. Inclusion in winter 2010 National Board and May 2010 NEC agendas.

**February 2010 National Board Meeting; Agenda Item 8h - Action**

## **April / May 2010 NEC**

COL HERRIN/NLO gave the following Interim Report: He reported that the committee needs to coordinate an issue with regard to describing how fingerprint cards will be gathered if they are not done at a law enforcement agency where they attest to proof of identify of the individual whose fingerprints are being taken. If that is not ascertained, then the data collection problem will have to be worked until May when a final report will be given. The chair accepted the report.

FOLLOW-ON ACTION: Include in the May 2010 NEC Agenda.

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### **May 2010 NEC - Action**

**COL HERRIN/NLO MOVED and COL CARR/GLR seconded the PROPOSED NEC ACTION**

**COL CHAZELL/CS MOVED TO AMEND and COL HERRIN/NLO seconded the following changes to the motion:**

- **First sentence: insert the words “or transferring into active” between “for” and “membership.”**
- **Third sentence: delete “CAP Form 12 and 15” and add the words: “CAPF 12, 15, or 2a as appropriate.”**
- **Add: Effective 1 October 2010.**

There was clarification that if application forms are received without verification of identify, the forms will be returned.

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

### **THE AMENDED MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 39-2, Civil Air Patrol Membership, and CAPFs 12, 15 or 2a as appropriate.

c. **Quality Cadet Unit Award**

**February 2010 National Board Meeting; Agenda Item 6b - Action**

**INFORMATION BACKGROUND:**

The most successful cadet units all seem to display the same characteristics: their cadets are flying, earning promotions, attending encampment, renewing their membership, recruiting their friends, etc. The hallmarks of a great cadet unit are no secret.

To help put more squadrons on the road toward success, we need to motivate them to focus on the fundamentals.

This proposal calls for creating a Quality Cadet Unit Award. Every unit that meets certain criteria would earn the award. A big wing like California, for example, might set a goal of having 30 squadrons earn the Quality Cadet Unit Award, and every unit would know it could meet that goal if it works hard enough. In contrast, one shortcoming of the Squadron of Merit Award / Squadron of Distinction Award programs is that every year one, *but only one*, unit will win it, regardless of how many squadrons are performing well. It's also worth noting that SOM/SOD is entirely subjective, while the Quality Cadet Unit Award would be based on objective criteria.

The Quality Cadet Unit Award would give all cadet units something to strive for. Such a *criteria-based* award could help grassroots units focus on the Cadet Program's fundamentals. In turn, we would make a positive impact on how individual cadets experience CAP.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board authorizes National Headquarters to establish a Quality Cadet Unit Award program, as outlined below. This award would replace the Squadron of Merit and Squadron of Distinction Award programs.

**Goal:** Motivate squadrons to excel in Cadet Programs by focusing units on the fundamentals

**Eligibility:** All cadet and composite squadrons are eligible

**Criteria:** The award criteria are entirely objective. Any squadron that meets at least 5 of the 8 criteria listed below, as of 31 December of a given year qualifies for the award:

- a. Cadet Achievement: 33% of cadets on roster have attained the Wright Brothers Award
- b. Orientation Flights: 40% of cadets on roster have participated in at least 1 flight

## April / May 2010 NEC

- c. Encampment: 40% of cadets on roster have completed encampment
- d. Growth: Unit's cadet roster increased by at least 10%, or 10 cadets during previous year
- e. Retention: Unit retained at least 40% of first year cadets during previous year
- f. Enrollment: Unit has at least 25 cadets listed on its roster
- g. Aerospace: Unit earned the Aerospace Excellence Award (AEX) during previous year
- h. Adult Leadership: Unit has at least 2 Training Leaders of Cadets graduates on its roster

**Award Elements:** All units that qualify for the Quality Cadet Unit Award would receive the benefits listed below.

- a. Permission to place a Quality Cadet Unit Award emblem on the unit website and letterhead
- b. An award certificate
- c. Permission to attach to the unit flag a blue and gold streamer, to be available through Vanguard (style will be similar to the Squadron of Merit streamer).

**Award Process:** Each January, NHQ will examine data from the preceding calendar year to determine winning squadrons. All squadrons are automatically considered for the award and all winners will automatically be notified by NHQ – this is to be a “push system” with no application process.

**Amending the Program:** NHQ is authorized to adjust the award criteria from year to year, with permission of the National Commander.

**Wing-Level Award.** Further, in each region, the wing that has the highest percentage of cadet units earning the squadron-level award will win the Wing-Level Quality Cadet Unit Award. The award elements will be similar to those used for the squadron-level award.

### **ESTIMATED FUNDING IMPACT:**

Approximately \$100 per year for award certificates.

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

Concur. Members have responded very enthusiastically to this idea and criteria based award would be an important new metric for the Cadet Program.

## April / May 2010 NEC Minutes

### CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

### ADVISOR / NATIONAL STAFF COMMENTS:

**NLO** - Concur, and suggests that the current National Commander's Unit Citation Ribbon be converted to a Quality Unit ribbon to recognize members of such units, such ribbon to rank in precedence immediately below the Unit Citation ribbon.

#### **Awards and Promotions Team and Sr Advisor Support:**

We are in agreement with the basic idea of this agenda item, but do not believe that it has been sufficiently staffed to refer to the NB. This lack of detailed evaluation resulted in the failure of the old "CAP-MAP" award system. In addition, the cost and manpower necessary for the award needs further consideration. A total cost of \$100 per year is not realistic, and we do not believe it is proper to have the receiving units purchase their own streamer (current cost \$35 per unit). We also believe that the Wing Commander must have the final review on concurrence on all awards to his or her units.

Finally, we do not recommend the elimination of the Squadron of Merit/Distinction Award. Winning these prestigious awards have been the goals of many squadrons across the nation, and we believe the Quality Unit Award should supplement, not replace, the SOM/SOD.

In order for these items to be addressed, we recommend this AI be referred to a joint Cadet Programs/Awards Committee for return to the summer 2010 NB for final action.

### REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, & Certificates*  
CAPR 52-16, *Cadet Program Management*

### NATIONAL BOARD ACTION

**COL HAYDEN/NER MOVED and COL COOPER/NH (PROXY) seconded** the PROPOSED NATIONAL BOARD ACTION, amended as follows: (1) Withdraw the second sentence of the motion; (2) Change the first sentence to read: That the National Board authorizes National Headquarters to establish a Quality Cadet Unit Award program, as outlined below including a banner on the squadron flag, as an incentive for working toward and achieving the Squadron of Distinction Award.

**COL HERRIN/NLO MOVED TO AMEND and COL ROBINSON/AL seconded** the amendment to provide direction to the Uniform Committee to develop an appropriate ribbon or devise for members of a quality unit to wear on their uniform.

### **THE MOTION TO AMEND DID NOT PASS**

**COL PHELKA/CO MOVED TO REFER and COL WINTERS/OH seconded** that the board approve this motion, in concept, and refer to committee with guidance to study the criteria and award elements, if any, and the study results brought forward to the next NEC meeting.

**THE MOTION TO REFER CARRIED**

FOLLOW-ON ACTION: Referral to committee with a report to the May 2010 NEC Meeting. Include in the May 2010 NEC Agenda.

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**May 2010 NEC - Action**

COL GUIMOND reported that the Cadet Programs Team and Awards Team have worked this item to some extent but have not reached a conclusion for a recommendation to the National Executive Committee. It is a reasonably extensive undertaking and there are a number of possible issues involved. He further reported that Cadet Programs and the committee members are strongly against moving the existing Squadron of Distinction and Squadron of Merit before the concept is proposed; the devil is in the details of achieving where that concept needs to go.

**COL CHAZELL/CS MOVED and COL MYRICK/PCR seconded** that the National Executive Committee send this item back to committee until it is further vetted as to costs and what needs to be done.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Referred back to committee for continued work. Col Guimond accepted responsibility and stated a report would be given at the 2010 November NEC. Include in the 2010 Nov NEC agenda.

## April / May 2010 NEC Minutes

### d. **ITEM: National Staff Organization (CAPP 20 – Information Only)**

CAPP 20 will be distributed at the NEC meeting.

COL CHAZELL/CS presented to NEC members the new CAPP 20 (DRAFT), 1 April 2010, Civil Air Patrol National Staff Structure, Selection Process, and Job Descriptions for those officers serving on the national volunteer staff. He also mentioned that CAPR 5-4 (included in the NEC packet) discusses under the Definition Section, paragraph 1.i. "Pamphlets are non-directive, informative, "how-to" type publications that may include suggested methods and techniques for implementing CAP policies." He stated that he wanted to mention this because when the subject was first introduced, there was some concern of the board about approval. He further clarified that this is a guidance document that the National volunteer staff is using to recruit, vet, select, and manage the national staff process, and certainly future commanders could change this document. This is the document that under General Courter's direction has been created and is being used to manage the current national volunteer staff.

There was further clarification that a few more changes need to be made before this is a final document.

Maj Gen Courter expressed appreciation for the great work of the team in developing this document. She also called attention to CAPR 5-4, paragraph 3. which states that pamphlets may be issued at any level of command, unless prohibited otherwise.

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**AGENDA ITEM - 13**

**Action**

**SUBJECT: New Business**

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**a. ITEM: Cadet Advisory Council Term Limits**

**COL CHAZELL/CS MOVED and COL RUSHING/SER seconded the PROPOSED NEC ACTION**, except that the proposed revision of paragraph 3-4, d. was corrected to read paragraph 3-4, a.

**THE MOTION DID NOT PASS**

**b. ITEM: Glider Program**

**COL MYRICK/PCR MOVED and COL CORTUM/RMR seconded** that the National Executive Committee approve the reduction of the glider fleet to 42, effective this date, and to further reduce the fleet to 36 by the end of 2010. The NEC will revisit this at the November 2010 NEC Meeting to see if any revisions are necessary.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to appropriate CAP regulations. Include in 2010 November NEC agenda.

**c. ITEM: Ribbon for Faculty Members and Course Directors**

COL HERRIN/NLO made the following motion to address prior discussions about types and levels of recognition for members who spend many hours preparing for and supporting the national professional education schools.

**COL HERRIN/NLO MOVED and COL CHARLES/NAT CON seconded** that the National Executive Committee approve that an appropriate ribbon be developed to recognize faculty members and course directors of national professional education schools (National Staff College, Legal Officers College, IG College, and any others that exist now or may be developed in the future). Any member serving in these capacities at any time is eligible to wear the ribbon.

There was clarification that the recognition would be an activities or service type ribbon and would replace all other types of recognition.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Development of appropriate ribbon.

## April / May 2010 NEC Minutes

### d. ITEM: Ribbon for “Of the Year” Awards

COL HERRIN/NLO made the following motion to mirror an Air Force- approved recognition ribbon for all of the “Of the Year” awards that receive plaques for which there is no other recognition.

**COL HERRIN/NLO MOVED and COL CHAZELL/CS seconded** that the National Executive Committee approve a ribbon for CAP national level “Of the Year” awards for which there is no other recognition available, beginning with the 2010 national awards cycle.

**COL CHAZELL/CS MOVED TO AMEND and COL VEST/NFO** seconded the amendment to make this recognition retroactive.

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

### **THE AMENDED MOTION CARRIED**

FOLLOW-ON ACTION. Development of appropriate ribbon for wear by members winning national-level “Of the Year” awards that can be documented.

### e. ITEM: Safety Apparel

**COL CHAZELL/CS MOVED and COL CARR/GLR seconded** the PROPOSED NEC ACTION, with the addition of the following sentence at the end of the sixth paragraph: “Orange vests otherwise in compliance with this policy shall be worn in wooded areas during local hunting seasons.”

**COL CHARLES/NAT CON MOVED TO AMEND and COL KUDDER/NCR seconded** to add the following portion of CAP NATIONAL HEADQUARTERS’ COMMENTS: “Also recommend that CAP members be in appropriate safety vests or outer garments with reflectivity for operations in all time periods of the day under all conditions, but to also provide visibility and reflectivity protection in low light, low visibility, or night.”

### **THE MOTION TO AMEND DID NOT PASS**

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPM 39-1 and CAPR 62-1.

**COL CARR/GLR MOVED and COL VAZQUEZ/MER seconded that the National Executive Committee adjourn.**

**THE MOTION CARRIED**

THE NATIONAL EXECUTIVE COMMITTEE WAS IN SESSION ON FRIDAY, 30 APRIL 2010, FROM 1:30 PM UNTIL 5:00 PM.

THE NATIONAL EXECUTIVE COMMITTEE WAS IN SESSION ON SATURDAY, 1 MAY 2010, FROM 8:30 AM UNTIL 5:20 PM

THERE WAS A CLOSED SESSION ON SATURDAY, 1 MAY 2010, FROM 1:30 PM UNTIL 4:50 PM.

**ADMINISTRATIVE ANNOUNCEMENTS**

Maj Gen Courter welcomed everyone and expressed appreciation to over 6,000 members watching the meeting over the video stream, and for their service.

Maj Gen Courter requested that Mr. Rowland introduce the National Headquarters staff; Col Ward, USAF, introduce the HQ CAP-USAF staff; and Col Chazell introduced the National staff. Mr. Rowland also thanked those staff members back at Maxwell and the Wing Administrators for their hard work and dedication.

Maj Gen Courter also recognized Col Tonya Boylan, GA Wing Commander, and Col Jim Rushing, SER Commander, and thanked them for being the host commanders for the meeting.

Col Hayden/NER presented a briefing on the Wreaths Across America program. Maj Gen Courter asked Col Hayden to thank those members working this program, which has afforded a great deal of publicity for CAP to honor the fallen.

Maj Gen Courter announced the results of the evaluations, as follows:

Col Warren Vest/NFO was selected as the Star Performer for this meeting.