

## OFFICE OF CIVILIAN DEFENSE

WASHINGTON, D. C.

CIVIL AIR PATROL

NATIONAL HEADQUARTERS

WASHINGTON, OCTOBER 8, 1942

OPERATIONS MEMORANDUM)

NO.

9)

DESCRIPTION OF AIRPORTS

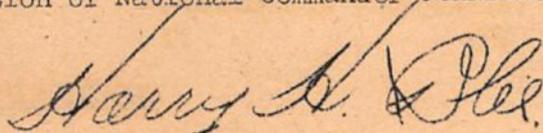
1. Commanding Officers of all CAP Operating Bases and Stations will submit promptly to this Headquarters, the following information relative to the Airports on which their units are based.

- a. Ownership.
- b. By whom operated.
- c. Flying operations, other than CAP, conducted on airport.
- d. Distance and direction from nearest city or town.
- e. Location in relation to highways, railroads, streams, bodies of water and outstanding landmarks. (Furnish small sketch showing location of airport.)
- f. Latitude and longitude.
- g. Elevation.
- h. Shape and dimensions of airport. (Furnish small sketch of airport.)
- i. Usable landing area in acres.
- j. Nature and condition of surface. (Example; - Sod, Level.)
- k. Drainage and condition of landing area in wet weather.
- l. Is entire landing area available for use.
- m. Approaches.
- n. Runways.
  1. Number.
  2. Type of construction.
  3. Length, width, and direction of each.
- o. Obstructions to landing area.
- p. Airport lighting.
  1. Beacon.
  2. Boundary lights.
  3. Obstruction lights.
  4. Flood lights.
- q. Brief description of hangers and other buildings
- r. Buildings available to CAP.
- s. Frequency (Kc) and call sign of CAP radio station.
- t. Frequency (Kc) of control tower radio, if any.
- u. In case CAP base or station has TWX teletype service, give call sign.
- v. Telephone exchange and number for CAP base or station.

10/8/42

2. The foregoing information will be forwarded in duplicate and addressed as follows:- Operations Officer, Civil Air Patrol, Dupont Circle Building, Washington, D. C. and marked "CONFIDENTIAL."

By direction of National Commander JOHNSON:



HARRY H. BLEE  
Colonel, Air Corps  
Operations Officer