

OFFICE OF CIVILIAN DEFENSE

Washington, D. C.

CIVIL AIR PATROL

NATIONAL HEADQUARTERS

WASHINGTON, APRIL 16, 1943

Subject: Temporary War Civilian Security Program as it Affects Civil Air Patrol Members Injured on Duty.

To: Wing Commanders, Coastal and Liaison Patrol Base Commanders.

1. The above program of the Federal Security Agency provides retroactively and prospectively for all Civil Air Patrol members who have been injured while engaged on CAP duty (including training) and, pursuant thereto, there is made available: (1) medical care, (2) death and disability benefit payments to the injured member or his dependents to the limit of \$85.00 per month, (3) additional assistance where particular financial need is shown, and (4) burial expenses not to exceed \$100.00.

2. In response to a telegram from this Office, you formerly notified us of injuries occurring to certain of the personnel under your jurisdiction. In order to properly present claims in connection with those injuries, we are transmitting to you herewith a set of forms to be used in each case. A different set of forms will be used in each of the following cases: (1) where death occurred, (2) where disability lasted more than seven days, (3) where disability lasted less than seven days. The supply of such forms is very limited, and we are sending you only enough to take care of the cases which have been reported. We have marked the different sets of forms as to the various categories enumerated so that, in each instance, you may be certain that the proper set of forms is completed. One set only should be used for each claim.

3. The forms must be completely and carefully filled out, signed by you as the "Reporting Officer", and by the other necessary persons as indicated. Incomplete forms will simply delay payment of the claim. When the forms have been completed and signed, they should be sent at once to CAP National Headquarters. The matter should be followed carefully to see that all claims are presented as soon as possible.

4. A letter of instruction has been drawn up under which the details of the plan and the procedure to be followed is carefully set forth. Copies of these instructions are enclosed herewith. They should be studied very carefully by you or someone in your organization so that you will be entirely familiar with the procedure to be followed in these cases, since any deviation from such procedure will prejudice claims arising from and after April 1, 1943. In connection with claims arising between December 8, 1941, and April 1, 1943, it will be sufficient simply to fill out the forms which we are enclosing, and certain time limits specified in the instructions will, of course, be disregarded. However, as to claims arising after April 1, 1943, the time limits

must be carefully observed. The instructions should be studied thoroughly therefore, particularly to acquaint yourself with the procedure to be followed in the future, but also to learn such information as may be helpful in filling out the forms which we enclose herewith.

5. Pursuant to the letter of instructions, it is suggested that in particular the following procedure be observed at the first possible moment:

- a. You should contact at once the nearest local defense council to learn the name and address of the "Local Chief of Emergency Medical Service". If the local defense council is not acquainted with this program or the name of such local Chief, you should then contact the State Chief of Emergency Medical Service at the State Defense Council to learn from them the name of the local Chief.
- b. You should then contact the local Chief of Emergency Medical Service in order to arrange with him for a program which can be followed in connection with the medical treatment of injuries which may occur. The program contemplates that certain facilities may be arranged by such local Chief under which certain physicians and/or hospitals may be designated as the facilities to furnish such medical service as may be required. The exact location of such doctors and/or hospitals should be determined, and their availability for your purposes should be considered and discussed.
- c. If any additional questions should arise or you should need assistance in the filling out of forms, you should consult the nearest field office of the Bureau of Old-Age and Survivors Insurance of the Social Security Board which may be located by contacting the nearest office of the Social Security Board.
- d. You should notify all of the Civil Air Patrol personnel within your jurisdiction (being certain that the information reaches directly at least your Squadron Commanders) as follows:
 - (1) Written notice of all injuries should be forwarded to you within twenty-four hours of any accident whereby any Civil Air Patrol member (including Cadet members) is injured. Complete details should be given. This procedure should be followed in connection with all CAP personnel under your jurisdiction. Wing Commanders should not follow such procedure in connection with personnel injured while on duty at Coastal or Liaison Patrol Bases.
 - (2) The members should be advised that, in case of injury, they should use the facilities (doctor and hospital) if

any, set up by the local Chief of Emergency Medical Service.

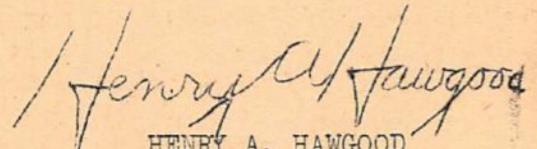
- (3) The personnel should be advised, however, that in case of injury, they should immediately secure medical care and that they may use their own doctor and hospital if the established facilities are not available.
- (4) Within forty-eight hours after his first visit, the doctor who has been engaged must make a written report to you, setting forth the information prescribed in Section III-A-3-C of the letter of instructions.

- e. Immediately upon receipt of notice of any injury to Civil Air Patrol personnel, you should report to the local Chief of Emergency Medical Service the details of the accident and, with him, arrange plans for the medical care of the injured person.
- f. At the same time, you should send a complete written report to Civil Air Patrol National Headquarters, setting forth the details of the injury. Please note that this report should be made to this Office rather than to the field office of the Bureau of Old-Age and Survivors Insurance, as set forth in Section III-A-3-D. Upon receipt of such report, this Headquarters will transmit the information to the Central Office of such Bureau and will receive from them such forms as may be necessary. These forms will then be transmitted to you at once and may be completed, signed, and returned to this Office.

6. The supply of forms which we are enclosing herewith may be insufficient to take care of all claims which have arisen to date. If such is the case, please advise us as to the additional number required in each of the three categories specified in Paragraph 2 above, and we shall arrange to have such additional copies transmitted to you.

7. It should be stressed that this matter requires your careful and earliest attention.

By direction of National Commander JOHNSON:



HENRY A. HAWGOOD
Lt., Air Corps
Special Assistant

