

R E S T R I C T E D

NATIONAL HEADQUARTERS
CIVIL AIR PATROL
500 FIFTH AVENUE
NEW YORK 18, NEW YORK

CONFIDENTIAL
FOR *Cable*

Operations Directive)
No. 41)

1 January 1944

CAP TOW TARGET AND TRACKING SERVICE

1. General Policy

a. The CAP Tow Target and Tracking Service is established under the provisions of AAF Regulation No. 20-18, Headquarters Army Air Forces, "Organization - Civil Air Patrol", dated 25 May 1943, and by authorization from Headquarters Army Air Forces, for the performance of tow target and tracking operations for the First and Fourth Air Forces in support of anti-aircraft gunnery training of the Eastern and Western Defense Commands.

b. Pursuant to paragraph 4 a of said AAF Regulation No. 20-18, said service will function under the operational control of the First and Fourth Air Forces, through National Headquarters, Civil Air Patrol. Special instructions pertaining to the conduct of said operations may be issued direct from said Air Forces to the CAP tow target commanders concerned.

2. Operating Units

a. All CAP tow target and tracking operations will be handled through CAP Tow Target Units located at such points as may be directed by National Headquarters, in collaboration with the First and Fourth Air Forces. Said operating bases may be relocated from point to point at any time, as circumstances may require.

b. Said operating units will be designated by numbers and not by the names of the airports on which they are based nor by the names of the states in which said airports are located. (Example:- CAP Tow Target Unit No. 1, Abbreviation:- CAP-TTU-1.) Designating numbers will be assigned by National Headquarters.

3. Organization

a. In general, CAP Tow Target Units will be organized within the manning table presented in paragraph 4 hereof, which shows the maximum authorized strength per unit. The number of personnel of each category for each such unit will be determined by National Headquarters on the basis of actual operating requirements and will be specifically authorized in writing.

b. Assignments to said units will be in the following categories: - (1) Commanding Officer, (2) Pilot, (3) Flight Surgeon, (See paragraph 18 hereof), (4) Master Mechanic-Engineering Officer, (5) Mechanic, (6) Mechanic - Tow Reel, (7) Radio Technician, (8) Technical Section Head, (9) Clerk Technician, (10) Service Technician, and (11) Security Technician.

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c. The following staff positions will be filled by appointments made by the Unit Commander from among the pilots assigned to the unit: - (1) Operations Officer, (2) Maintenance Officer, (3) Asst. Operations Officer, (4) Airdrome Officer, (5) Supply Officer, (6) Asst. Maintenance Officer, (7) Asst. Airdrome Officer, (8) Asst. Supply Officer. The pilots so appointed will perform all the functions of said staff positions in addition to their regular duties as pilots.

d. The pilot appointed to serve as Maintenance Officer will have a broad background of mechanical and maintenance experience and, with the aid of the Assistant Maintenance Officer, will handle all administrative matters pertaining to maintenance and repair. The Master Mechanic-Engineering Officer (formerly designated as Engineering Officer and still carried under this designation on the fiscal schedules) will function under the supervision of the Maintenance Officer and will devote his entire time and skill to the actual handling of the specialized work in the maintenance and repair shops. He will be carried on pay vouchers under the former designation of Engineering Officer. On all rosters and other reports, he will be carried as Master Mechanic.

4. Manning Table

<u>Functional Title</u>	<u>Basic Rank</u>	<u>Total</u>
a. Commanding Officer	Captain	1
b. Pilot	1st Lt.	18
c. Flight Surgeon	1st Lt.	1
d. Master Mechanic-Engineering Officer	2nd Lt.	1
e. Mechanic		
(1)	M Sgt.	2
(2)	T Sgt.	3
(3)	S Sgt.	3
f. Mechanic, Tow Reel		
(1)	M Sgt.	1
(2)	T Sgt.	3
g. Radio Technician		
(1)	M Sgt.	1
(2)	T Sgt.	1
h. Technical Section Head	M Sgt.	1
i. Clerk Technician	Cpl.	2
j. Service Technician		
(1)	Sgt.	1
(2)	Cpl.	1
k. Security Technician		
(1)	Sgt.	1
(2)	Cpl.	1
(3)	Pvt.	2
	Aggregate	44

5. Rank of CAP Personnel

a. When any member of Civil Air Patrol is placed on active duty with a Tow Target Unit, his duty assignment with the unit will determine his rank and grade, in accordance with the table presented in paragraph 4 hereof, except that personnel transferred to Tow Target Units with redesignated Coastal Patrol Units will retain the rank and grade held in the Coastal Patrol Unit. Upon completion of active duty assignment, said member's rank and grade will be that corresponding to his assignment within his State Wing.

b. In order that commission certificates may not be issued to personnel who, after a trial period, prove incapable of efficiently performing the duties of their assignments, said certificates will be issued only upon receipt by National Headquarters of written recommendation from the Unit Commander following a one-month trial period. In accordance with this procedure, Unit Commanders will submit to National Headquarters recommendations for commissions covering only those individuals who, upon completion of one month of service in assignment have satisfactorily demonstrated their ability and qualifications to perform successfully the duties involved.

6. Succession of Command

a. During the absence of the Commanding Officer, the next ranking staff officer will succeed to command in the order listed in the foregoing paragraph 3 c.

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

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

7. Membership Requirement

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

8. Active Duty Oath

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

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

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

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

9. Procurement and Assignment of Personnel and Aircraft

a. Requisitions for assignment and replacement of personnel and airplanes for Tow Target Units will be submitted in writing to National Headquarters by Unit Commanders.

b. No per diem payments will be made to any personnel assigned to said Units nor will any payments be made for the use of any airplanes assigned to said Units unless said assignments have been made by National Headquarters.

c. Orders terminating assignments of personnel and aircraft to Tow Target Units will be issued by National Headquarters.

d. The assignment and reassignment of individuals within said units will be effected by Special Orders issued by Unit Commanders. Said assignments will be made only to such positions as are herein set forth in paragraph 3. Forms for such orders will be substantially as follows:

CIVIL AIR PATROL
TOW TARGET UNIT NO. _____

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

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

(Name Signed)

(NAME TYPED)

(Rank) _____ Civil Air Patrol
Commanding

Dist:

- 2 - Natl. Hq.
- 1 - (Individual (s) Named in order)
- 1 - File

e. Orders issued by Tow Target Units effecting changes in duties and assignments of personnel, will be marked for distribution so as to include the following as indicated in the model Special Orders given in paragraph 9 d above: 2 copies, National Headquarters; 1 copy to each individual named in order; 1 copy, Unit file

10. Minimum Period of Assignment

Assignments of personnel and airplanes to CAP Tow Target Units will be limited to personnel and airplanes available for such duty for periods of not less than ninety (90) consecutive days.

11. Reassignments

Personnel and airplanes assigned to Tow Target Units are subject to reassignment from one Unit to another or to other CAP operations by National Headquarters at any time, as the situation may require.

12. Leaves of Absence

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

b. The "one rest day per week" for which provision is made in paragraph 2, Operations Directive No. 42 is for the purpose of maintaining physical fitness. Rest days are not cumulative.

13. Transfer of Service Records

a. The CAP Service Record of an individual assigned to active duty with a Tow Target Unit will be transferred from the files of his local CAP squadron (or flight) to the files of the Unit to which he is assigned. The following method will be followed:

- (1) When a member of CAP receives an assignment to active duty with a Tow Target Unit he will so inform his Squadron Commander. The latter will provide the assigned member with his Service Record in a sealed envelope which will be delivered to the TTU Commander upon arrival.
- (2) The TTU Commander will acknowledge receipt of the Service Record, by letter, direct to the Squadron Commander. This letter will be retained in the Squadron file until the assigned member is released from active duty and returns to his local unit.
- (3) The TTU Commander will enter on the Service Record such remarks as are necessary to indicate the length of the tour of duty, the duty assignments performed, and the manner of performance. When the individual leaves the Unit permanently, the Unit Commander will forward the Service Record direct to the Squadron Commander by mail. The individual leaving the Unit will not be provided with his Service Record for delivery to the Squadron Commander.

14. Civil Air Patrol Uniforms

All personnel assigned to Tow Target Units will report to the Unit Commander in regulation Civil Air Patrol uniform and will wear regulation Civil Air Patrol uniforms while on duty. Said uniforms will have securely sewed to the outer half of the left sleeve thereof, one-half inch below the shoulder seam, the official Civil Air Patrol shoulder patch. The wearing of any uniform or insignia other than that prescribed for the Civil Air Patrol is strictly prohibited. Under no circumstances will flight personnel be permitted to go out on any official missions in civilian clothes. Uniforms will be kept clean, in proper state of repair, and neatly pressed at all times.

15. Membership Identification Cards

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

16. First Aid Training

All personnel assigned to Tow Target Units who do not hold certificates from the American Red Cross indicating that they have satisfactorily completed the First Aid Course for Civilian Defense will be required by Unit Commanders to take this course of instruction as soon as practicable after reporting for duty.

17. Pilots

a. All pilots assigned to duty with Tow Target Units will be required to hold currently effective Civil Aeronautics Administration Airman Certificates of the grade of Private Pilot, or higher, and to possess the following qualifications:

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

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

18. Flight Surgeons

a. Except in cases where adequate flight surgeon service is available from local military units, the Commanding Officer of each Tow Target Unit will endeavor to enlist the interest of a reputable local physician and surgeon in making application for membership in Civil Air Patrol incident to assignment as Flight Surgeon at the Base with the rank of First Lieutenant. Said assignments will be made by National Headquarters on the recommendations of the Unit Commanders.

b. Flight Surgeons will be available on call for emergency service in case of accidents and will make regular semi-monthly inspections of sanitary and living conditions and first-aid facilities and of the general health and physical fitness of the personnel on duty at the Units. Said inspections will in each case be covered by a written report which will be submitted to the Unit Commander in duplicate. One copy of the report will be retained in the Unit File and one copy will be forwarded by the Unit Commander to National Headquarters by indorsement thereon, which will include a statement as to steps being taken to correct any deficiencies set forth in the report.

c. Flight Surgeons will be required to become thoroughly familiar with all material presented in War Department Technical Manual (TM 1-705) - "Physiological Aspects of Flying and Maintenance of Physical Fitness" - and in Navy Department Training Manual "Effects of Flight", published under the supervision of the Training Division of the Navy Bureau of Aeronautics - copies of which manuals may be obtained from National Headquarters.

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

e. In cases where a reputable physician and surgeon is on duty with a Tow Target Unit in one of the full-time assignments, he may be assigned to act as Flight Surgeon in addition to his regular assignment. In such event, his per diem allowance will be at the rate of \$8.00 even though the per diem allowance corresponding to his regular assignment is at a lower rate.

19. Mechanics

a. On account of the limited number of certificated A & E Mechanics available for assignment to CAP operating bases and stations, it may be impossible to assign more than one such mechanic to a Unit, the other mechanics being men who are not certificated but who are qualified to do the work under the direction of the certificated mechanic. The Master Mechanic will be a certificated A & E Mechanic.

b. Tow reel mechanics will be responsible for the care, servicing, and operation of towing windlasses and all other special tow target equipment carried in airplanes assigned to this service, and will be given special instruction in this work. When not actually engaged in such duties, they will be assigned to the general maintenance and repair work of the Unit. When on detached tow target operations, said mechanics, under the supervision of the pilots, will be responsible for the proper care and maintenance of the airplanes to which assigned and will see that airplanes are properly tied down when parked in the open.

20. Airplanes

a. Unless otherwise specifically authorized in writing by National Headquarters, all airplanes assigned to Tow Target Units will be required to have two-way radio-telephone, to be equipped for instrument flying and to have a cruising range of not less than three hours and fifteen minutes. (A cruising range of not less than four hours is preferred.) All instruments will be required to be in proper adjustment and in good working order.

b. To determine the Hourly Rates to be paid for the use of airplanes assigned to Tow Target Units (See paragraph 23 hereof), the horsepower rating (maximum, except take-off) recorded by the Civil Aeronautics Administration for each such airplane will be used. The use of higher octane fuels, changes in propeller pitch and such other methods of "souping up" an engine, will not be considered in any way as affecting the horsepower rating or as effecting a change in the Hourly Rates.

c. All airplanes assigned to Tow Target Units will be required to have a currently effective Civil Aeronautics Administration Airworthiness Certificate when reporting for duty.

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

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

f. All airplanes on duty with CAP Tow Target Units will display on wings and fuselage distinctive markings to distinguish them from other airplanes, including other Civil Air Patrol airplanes, not assigned to this duty. These markings, which will in each case consist of a blue disk with superimposed white triangle without the red three-blade propeller of the basic Civil Air Patrol insignia, will be displayed only on airplanes on duty with CAP Tow Target Units. Airplanes displaying this marking will be flown exclusively by Civil Air Patrol pilots on active duty with Tow Target Units. Insignia disks placed on wings will be centered on the top side of the left wing and on the bottom side of the right wing at a point one-third of the distance from the wing tip to the fuselage. The diameter of said disks will not exceed two-thirds of the wing chord at the point of application. Insignia disks placed on the fuselage will be centered on both sides of the fuselage at a point one-third of the distance from the leading edge of the horizontal stabilizer to the trailing edge of the wing. The diameter of said disks will not exceed two-thirds of the depth of the fuselage at the point of application. Tow Target Unit Commanders will see that all airplanes on duty with their units are properly marked in accordance with the foregoing and that when airplanes are relieved from Tow Target duty said markings are either removed therefrom or have the standard red three-blade propeller of the basic Civil Air Patrol insignia superimposed on the white triangle thereof. The red three-blade propeller appearing on the basic Civil Air Patrol insignia will not be displayed on markings used on airplanes on duty with CAP Tow Target Units.

21. 100-Hour Inspection Required

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

22. Radio

a. All airplanes on duty with CAP Tow Target Units will be required to be equipped with radiophone transmitters of at least six watts power output in the medium-high frequency band of 3,000 to 4,500 kc, and with radio receivers to receive in the airways band of 200-400 kc and in the medium-high frequency band. National Headquarters will provide radio converters for installation in airplanes equipped with radio receivers designed to operate only in the airways band of 200-400 kc in order that said airplanes may also receive in the medium-high frequency band.

b. There will be a low-power radio ground transmitter set up at each Unit to control operations. This transmitter will operate on a frequency of either 3530 kc or 3980 kc as may be assigned by National Headquarters, which frequencies have been allocated to Civil Air Patrol by the Office of the Chief Signal Officer for exclusive use by CAP operating units on active duty assignment for the armed forces. There will be at least two radio ground receivers to receive radiophone signals in the medium-high frequency band. Said receivers will be equipped with loud-speakers.

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c. In cases where the volume of radio communications necessary for the conduct of operations is such as to cause objectionable interference on the standard aircraft calling frequency of 3105 kc, it will be necessary for the aircraft transmitters to be operated on the CAP frequency assigned to the Base transmitter, even though it may be necessary to modify said aircraft transmitters in order to permit such operations.

d. All radio transmissions will be brief, concise, and in accordance with AAF and CAA regulations and will be restricted to the barest minimum absolutely necessary for the conduct of official operations. Violations of this requirement will be severely dealt with.

23. Reimbursement Schedules

a. Reimbursement Schedules setting forth the Per Diem Allowances for personnel on active duty assignment with CAP Tow Target Units and the Hourly Rates and Stand-by Allowances paid for the use of aircraft assigned to said Units are presented in Operations Directive No. 42, "Reimbursement Schedules - CAP Tow Target and Tracking Service". Said Per Diem allowances for personnel and said Hourly Rates and Stand-by Allowances for the use of aircraft are the only allowances made by the Government to cover living expenses and personal services of personnel and expenses, both tangible and intangible, incident to the operation, maintenance, overhaul, repair, depreciation, replacement and insurance of aircraft on duty with said Units.

b. The amounts specified in said Reimbursement Schedules for operation and maintenance will be set aside and placed in a general pool to be used for the purpose of operating and maintaining the aircraft on duty with each Unit as well as the base of operations. The amounts therein specified for insurance will be used for that purpose. The amounts therein specified for depreciation will be paid to the owners of the aircraft. There will be no departure from this procedure.

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

24. Required Insurance

a. The insurance required on all CAP TTU operations is hereinafter set forth and no aircraft will be put in service on said operations until such insurance has been secured by the completion of an appropriate application form. Even though application form has been completed, all types of insurance are in effect from the time a plane leaves its home station under orders to report to a TTU base, but in each instance the appropriate application form will be executed by each aircraft owner or his agent and by all flying personnel immediately upon arrival at said base. The details of the various types of insurance and the procedures to be followed in connection therewith are set forth in General Memorandum No. 61-A, this Headquarters, subject: "Civil Air Patrol Insurance Information", dated 1 January 1944.

b. Crash, Accident and Liability Insurance - The premium for all three types of insurance will be paid from the aircraft allowances set forth in the schedule of Hourly Rates for Aircraft presented in Operations Directive No. 42. The hourly premium charge for these three types of insurance issued in connection with the operations of aircraft of the various horsepower ranges will be as listed in said schedule.

c. Ground Insurance - The premium for Ground Insurance on each aircraft on duty at TTU bases or dispatched therefrom on missions elsewhere (including the day the plane takes off from its home station under orders to report for duty at a TTU base until the plane returns to its home station at conclusion of service) will be paid from the Stand-by Allowances set forth in the schedule of Stand-by Allowances for Aircraft presented in Operations Directive No. 42 which is exactly sufficient to cover such premium.

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

25. Operations Orders

All flights of whatsoever nature performed by aircraft assigned to Tow Target Units will be authorized by Operations Orders issued by direction of the Commanding Officer of the CAP unit from which the operations are conducted. Operations Orders may be written or posted in the form of a schedule on the operations board. In either case, the Commanding Officer is strictly responsible for a clear understanding, by all personnel concerned, of each order issued. CAP Form No. 607, Daily Operations Report, when executed and signed by the Unit Commander, is a complete record of all flights performed on a particular day and is a certification that all flights so reported were authorized by Operations Orders. This report is required to be filed each day with National Headquarters as set forth in paragraph 37 hereof.

26. Flight Assignments

No pilot will be assigned to any particular mission which, in the opinion of the Unit Commander, he is not qualified to perform; nor will any airplane be assigned to any such mission if, in the opinion of the Unit Commander, said airplane is not airworthy, properly equipped, or otherwise qualified for the successful performance of the mission.

27. Observance of Regulations

All flying will be done in strict accordance with the requirements of (a) the Civil Air Regulations, (b) any special clearance and flight regulations of the Army Air Forces and the Civil Aeronautics Administration, (c) applicable Civil Air Patrol directives, and (d) local regulations.

28. Safety of Operations

a. Strictest safety standards as to flight procedures and airworthiness of airplanes will be maintained at all times. Either the Unit Commander, or the Operations Officer acting for him or the pilot may cancel any flight on the grounds of safety.

b. The following special safety regulations will be observed in the performance of all towing and tracking missions.

- (1) In all night missions, if the towing or tracking airplane shows its landing lights, all searchlights will go out of action without delay.
- (2) When more than one airplane is used on a night mission they will be separated in altitude by a minimum of 1,000 feet.
- (3) No night mission will be flown without navigation lights below 3,500 feet above the ground.
- (4) Under no circumstances will a towing mission be performed at night below 1,500 feet above the ground and this minimum altitude may be raised at the discretion of the tow target squadron commander concerned.
- (5) The minimum altitude flown on any towing mission will not be less than one-half of the length of the tow cable.
- (6) The minimum length of tow cable for each mission will be prescribed by the antiaircraft unit requesting the mission.

29. AAF Courier Service

CAP Tow Target Units may perform such courier service for the AAF as may be specifically authorized in writing by National Headquarters. In case such services involve expenditures extending beyond the limits of funds available to National Headquarters, it will be necessary for the AAF activity desiring such service to arrange for the necessary increase in the fiscal allotments to this Headquarters.

30. Passengers and Cargo

a. No passengers will be carried in CAP airplanes assigned to the operations of CAP Tow Target Units except (a) such members of the armed forces as may be specifically authorized in writing by the AAF agency for which said operations are being performed, or by CAP National Headquarters, to be carried as passengers in subject aircraft and (b) CAP personnel regularly assigned to and actively engaged in such operations, and/or members of the armed forces of the United States on active-duty assignment to supervise and/or coordinate said operation.

b. Cargo carried in subject aircraft will be limited to authorized official military cargo and to equipment and supplies required for the operation of said CAP Tow Target Units. No unauthorized cargo will be carried.

31. Auxiliary Service Flights

Auxiliary Service Flights, such as ferrying supplies, equipment and personnel, which may be necessary for the proper conduct of official business of TTU Bases will, so far as possible, be performed by airplanes of not more than 90 h.p.

32. Special Service Flights

Except in cases of real emergency, written authorization will be obtained from National Headquarters before any airplanes assigned to Tow Target Units are used in the performance of any Special Service Flights for other agencies. Any such Special Service Flights which may be authorized by National Headquarters, will, so far as possible, be performed by airplanes of not more than 90 h.p. Cases of emergency which, in the opinion of the Unit Commander, justify a departure from the procedure herein prescribed will in each case be covered by a written report to National Headquarters setting forth in detail (a) the factors justifying such emergency action and (b) the mission performed.

33. Physical Training

The success of operations of the Tow Target Units depends to a large degree upon the physical fitness of the personnel of these units. The required degree of physical fitness can be acquired and maintained only through proper and systematic physical training. Therefore, all personnel except women, assigned to said units will be required to take at least fifteen (15) minutes per day, six (6) days per week, of setting-up exercises in classes conducted by instructors appointed by the Unit Commander. The setting-up exercises used will be those presented in paragraph 74, War Department Basic Field Manual FM 21-20, "Physical Training", 6 March 1941.

34. Military Courtesy and Discipline

a. The requirements of military courtesy and discipline, as set forth in War Department Basic Field Manual FM 21-50, will be observed and maintained at all times.

b. All operations of CAP Tow Target Units will be conducted for military agencies and will involve many contacts with military bases. It is imperative that all CAP personnel assigned to these operations present a neat, business-like appearance, that they conduct themselves in a manner becoming gentlemen, and that all rules and regulations of whatsoever nature in effect at said military bases be carefully observed.

35. Infantry Drill

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

36. Care and Maintenance of Aircraft

All aircraft in operation with Tow Target Units will be maintained in a thoroughly airworthy condition and will be kept clean and properly waxed. Pursuant to the provisions of Operations Directive No. 35, this Headquarters, 2 December 1942, each such aircraft will be given a thorough line inspection at least once each day on which it is in operation and, if practicable, before each flight mission.

37. Daily Operations Reports

Daily Operations Reports will be submitted to National Headquarters in single copy only on CAP Form No. 607 and will adequately describe the nature of each mission (e.g. towing, tracking, cargo flight to St. Louis). Said reports will be signed by the Unit Commander and will be forwarded by ordinary mail in single envelopes marked "Fiscal Section".

38. Report of Change

a. All changes whatsoever in the assignment of personnel and airplanes will be reported to National Headquarters on CAP Forms Nos. 636 and 636-A, within twenty-four (24) hours after effective date of change. A separate report will be filed, in accordance with the following sample forms, for each individual and for each airplane.

b. Changes affecting personnel include, but are not limited to, the following:

- (1) Arrival at base pursuant to active duty assignment.
- (2) Departure from base, whether permanent or temporary, if such departure constitutes a change in current assignment.
- (3) Reassignment within the base.
- (4) Leave of absence, without per diem, granted by TTU Commander.
- (5) Return to base.

c. Changes affecting aircraft include, but are not limited to, the following:

- (1) Arrival at base pursuant to active duty assignment.
- (2) Departure from base, whether permanent or temporary, if such departure constitutes a change in current assignment, including detached duty.
- (3) Loss of aircraft resulting from accident.
- (4) Return to base.

Operations Directive No. 41

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CAP Form No. 636

CIVIL AIR PATROL
REPORT OF CHANGE - PERSONNEL

CAP _____ No. _____

(Location)

(Date) 19____

1. Serial No. _____ 2. Duty _____ 3. *Effective date _____

4. _____
(Last name) (First name) (Middle initial)

5. _____ a. Reported for duty. _____ d. Change in duty assignment.
_____ b. Released from duty. _____ e. Other: _____
_____ c. Transferred from Unit. _____

6. Special Order Effecting Assignment or Change _____

7. Remarks: _____

(Rank) _____ Civil Air Patrol
Commanding.

* Date change actually took place

CAP Form No. 636-A

CIVIL AIR PATROL
REPORT OF CHANGE - AIRCRAFT

CAP _____ No. _____

(Location)

(Date) 19____

1. NC No. _____ 2. Make & Model _____ 3. *Effective date _____

4. Owner: _____
(Name and address)

5. _____ a. Reported for duty. _____ d. On detached duty assignment
_____ b. Released from duty. _____ e. Total loss by accident or fire
_____ c. Transferred from Unit. _____ f. Other: _____

6. Special Order Effecting Assignment or Change _____

7. Remarks: _____

(Rank) _____ Civil Air Patrol
Commanding.

* Date change actually took place

d. Said reports will be prepared in triplicate. The original and one copy will be forwarded to National Headquarters, and one copy will be retained in the Unit files.

e. In order to maintain accurate records and to support per diem and aircraft vouchers, it is imperative that National Headquarters be kept currently advised of the personnel and aircraft turn-over. Per Diem and Aircraft Vouchers will not be cleared unless "Report of Change" Forms are prepared and filed within twenty-four (24) hours after change.

39. Weekly Telegraphic Reports

a. Tow Target and Tracking Missions

(1) Weekly telegraphic reports covering all CAP tow target and tracking missions will be forwarded to National Headquarters by TWX teletype each Friday morning covering the seven-day period closing as of midnight the previous Thursday night. In the absence of teletype service, such reports will be forwarded each Thursday night by commercial telegraph.

(2) All said reports will indicate the designating number of the CAP unit, the dates covered, and the following information (using the code letter for each item followed by the figures representing the total for that particular item for the seven-day period covered by the report):

<u>Code</u> <u>Letter</u>	<u>Item</u>
A	No. of day tracking missions flown
B	No. of hours flown on day tracking missions
C	No. of night tracking missions flown
D	No. of hours flown on night tracking missions
E	No. of day towing missions flown
F	No. of hours flown on day towing missions
G	No. of night towing missions flown
H	No. of hours flown on night towing missions
I	Total no. of hours flown on all tracking and towing missions
J	No. of forced landings
K	No. of airplanes destroyed
L	No. of fatalities
M	No. of personnel seriously injured
N	No. of airplanes assigned to the unit as of closing date of report
O	No. of airplanes in commission as of closing date of report
P	No. of airplanes out of commission as of closing date of report
Q	No. of personnel assigned to unit as of closing date of report

(3) There will also be included in each such report, a brief statement of any special missions flown by authority of National Headquarters, and also any emergency missions flown, stating in each case the number and nature of such missions, the number of hours flown, and any special accomplishments resulting from such missions.

b. AAF Courier Service

Tow Target Units performing Courier Service under the provisions of paragraph 29 hereof, will include in their weekly telegraphic reports, a section headed "AAF Courier Service" and covering said service, as follows:

<u>Code Letter</u>	<u>Item</u>
A	No. of missions flown
B	No. of hours flown
C	No. of lbs. of cargo carried
D	No. of passengers carried
E	No. of forced landings
F	No. of airplanes destroyed
G	No. of fatalities
H	No. of personnel seriously injured
I	No. of airplanes assigned to courier service
J	No. of personnel assigned to courier service

c. Other Continuing Assignments

Tow Target Units engaged in the performance of other continuing assignments, such as scheduled cargo service, will include in their weekly telegraphic reports, under appropriate headings, sections covering each such assignment and presenting such information pertaining thereto as may be directed by National Headquarters.

d. Confirmation Copies

Confirmation copies of all weekly telegraphic reports will be forwarded to National Headquarters in single envelopes by regular mail.

40. Accident Reports

a. In cases of forced landings or other serious accident in connection with operations of Tow Target Units, the Unit Commander or the officer acting for him will immediately notify National Headquarters by TWX teletype, telegraph, or telephone, giving a brief resume of available information, together with make, model and NC number of airplane and name and serial number of the pilot and of any other personnel involved.

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

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

41. Special Reports

CAP Tow Target Units will submit to the First and Fourth Air Forces such special reports as may be required.

42. Monthly Roster

a. A Monthly Roster (CAP Form Nos. 620 and 620-A) of personnel on duty with each Unit as of midnight of the last day of each month and including personnel departing during the month, will be forwarded to National Headquarters not later than the 5th of the following month. Appended to each such report will be an Aircraft Status Report with break-down showing make and NC number of each airplane assigned to the Unit (a) in commission and (b) out of commission. Monthly Rosters are required for use in checking pay vouchers and personnel records and in the preparation of prescribed reports.

b. (1) Names will be listed alphabetically within each category according to type of duty, in the following order, with indicated abbreviations:

Commanding Officer.....	C. O.
Operations Officer.....	O. O.
Maintenance Officer.....	Maint. O.
Assistant Operations Officer.....	Asst. O. O.
Airdrome Officer.....	Adrm. O.
Supply Officer.....	Sup. O.
Assistant Maintenance Officer.....	Asst. Maint. O.
Assistant Airdrome Officer.....	Asst. Adrm. O.
Assistant Supply Officer.....	Asst. Sup. O.
Pilot.....	Pilot
Flight Surgeon.....	F. S.
Master Mechanic.....	Mas. Mec.
Mechanic.....	Mec.
Mechanic, Tow Reel.....	Mec. T. R.
Radio Technician.....	Rad. Tech.
Technical Section Head.....	Tech. Sec. Head
Clerk Technician.....	Clk. Tech.
Service Technician.....	Ser. Tech.
Security Technician.....	Sec. Tech.

(2) In case any explanation is needed, it will appear in abbreviated form on the next line below the name, indented three spaces.

(3) Losses in personnel during the month will be listed alphabetically in a separate column headed LOSSES, following the last entry pertaining to personnel on duty at the base as of midnight of the current month. An abbreviated statement of the reason for departure will be given in each case.

(4) Monthly Rosters will be made out in triplicate, the original and one copy to be forwarded to National Headquarters, one copy to remain in the Unit file. The original copy of the Monthly Roster will be signed by the Unit Commander.

(5) Preparation of the Monthly Roster will be in accordance with instructions set forth on the following models:

CAP TOW TARGET UNIT NO. 17

MONTHLY ROSTER - PERSONNEL

Month ending <u>31 January 1944</u>				<u>Clinton, Maryland</u>	
(1) NAME	(2) SERIAL NO.	(3) DATE RPTD. & S.O. NO.	(4) DPTR. DATE & S.O. NO.	(5) DUTY	(6) RANK
Earle, Ralph -- (Aptd. by Natl. Cmdr.) (One space between each category)	3-1-209	8-13-42	X	C.O.	Major
Brown, J. A.	1-1-214	12-21-43 SO 364/6	X	O.O.	Captain
Clark, T. V.	2-4-17	6-1-42 SO 148/5	5-10-44	Pilot	Captain
Gilbert, H.T.	4-8-605	9-1-43 SO 240/4	X	Pilot	1st Lt.
Ames, Y.M. Date aptd. and serial no. not available. Will be furn. as soon as determined.	--	--	X	Mec.	Tech. Sgt.
Wilson, L.C.	1-4-93	5-19-43 SO 130/2	5-15-44	Mec.	Staff. Sgt.
O'Brien, M.K.	9-1-4567	9-1-43 SO 240/3	X	Tech. Sec. Head	Mstr. Sgt.

LOSSES

Abbott, C.B.	3-4-516	6-25-43 SO 176/1	1-4-44 SO 15/1	Pilot	1st Lt.
Exp. Tour duty Brown, J.F.	6-1-343	12-22-43 SC 364/6	1-15-44 SO 20/5	Pilot	1st Lt.
Airplane not satisfactory for duty.					

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R E S T R I C T E D

Operations Directive No. 41

1/1/44

INSTRUCTIONS

- (1) Enter last name and both initials. If no middle initial, enter dash (--).
- (2) If serial number is unavailable, give reason.
- (3) Give date of reporting for current tour of duty, and National Headquarters Special Order No. and paragraph making assignment.
- (4) If on duty for duration, enter "X". If on duty for limited period, enter scheduled date of end of tour of duty. If individual has departed, enter date and National Headquarters Special Order No. and paragraph terminating assignment.
- (5) Use only abbreviations listed in paragraph b (1) above. Use only functional titles as listed therein.
- (6) Enter present rank.

When entering remarks below names, use abbreviations listed in foregoing instructions. If individual has had more than one assignment during month, list assignment held as of midnight of the last day of the month. Enter under his name, special order number effecting change.

Page 1 of 4 pages

CAP Form No. 620-A

CAP TOW TARGET UNIT NO. 17

MONTHLY ROSTER - AIRCRAFT

Month ending 31 January 1944

Clinton, Maryland

(1)	(2)	(3)	(4)	(5)
NC NO.	MAKE & MODEL	DATE RPTD. & S.O. NO.	DPTR. DATE & S.O. NO.	REMARKS
<u>In Commission</u>				
12189	Stinson SR-JR	12-20-43 SO 350/5	X	
16451	Waco YOC	8-30-43 SO 239/2	X	
18354	Fairchild 24-C	6-1-42 SO 148/6	6-1-44	

Operations Directive No. 41

1/1/44

(1)	(2)	(3)	(4)	(5)
NC NO.	MAKE & MODEL	DATE RPTD. & S.O. NO.	DPTR. DATE & S.O. NO.	REMARKS
<u>Out of Commission</u>				
13863	Stinson SR5-E	6-25-43 SO 176/2	X	Top Overhaul
14515	Stinson JR S	12-21-43 SO 364/6a	X	Dmgd. Spar
<u>Losses</u>				
36905	Stinson 10-A	1-1-44 SO 356/2	1-25-44 SO 26/4	Does not meet operating standards
38493	Stinson 10-A	9-1-43 SO 240/4	1-30-44	Total loss - crash

* * * * *

INSTRUCTIONS

- (1) Enter NC Nos. in numerical order for (a) airplanes in commission, (b) airplanes out of commission, and (c) losses during month.
- (2) Enter make and model of airplane.
- (3) Give date of reporting for current assignment, and National Headquarters Special Order No. and paragraph making assignment.
- (4) If assigned for duration, enter "X". If on duty for limited period, enter scheduled date of end of tour of duty. If aircraft has departed, enter date and National Headquarters Special Order No. and paragraph terminating assignment.
- (5) For aircraft out of commission, give reason in each case. Under Losses, enter reason for each such loss.

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43. Monthly Financial Statements

Each Unit Commander will submit to National Headquarters a complete financial statement for his Unit as of the last day of each month. Said monthly financial statements will be prepared in accordance with instructions issued by National Headquarters and will be forwarded in time to reach this Headquarters not later than the tenth of the following month.

1/1/44

44. Schedule of Authorized Operations

Pursuant to instructions from Headquarters AAF, and in order that the operations of CAP Tow Target Units may be kept within the limits of funds allocated for these operations, each such unit will be furnished by National Headquarters a schedule of authorized flying operations which will be determined by First and Fourth Air Forces requirements so far as same can be met by available funds. No Unit Commander will permit the monthly operations of his unit in any particular category to exceed the amount set forth in said schedule, except upon written authorization from National Headquarters.

45. Supply

Matters of supply for CAP Tow Target Units, except subsistence supplies for organized messes, will be handled in accordance with the provisions of AAF Regulation No. 65-63, "SUPPLY AND MAINTENANCE - Procedure for Furnishing Supplies and Services to the Civil Air Patrol," dated 10 September 1943. Organized messes of said units are authorized to purchase from the nearest Quartermaster Corps supply facility, such subsistence supplies as may be required in the operation of such messes. (See AR 30-2290, Ch. No. 4, dated 14 September 1943.)

46. Utilities

Expenses for communication facilities arranged for by National Headquarters will be paid by the Signal Corps. The expenses for water, power, and light will be paid by the Corps of Engineers, except when these utilities are provided by local military agencies. All invoices for said utilities will be forwarded through National Headquarters.

47. Hospitalization

Members of CAP Tow Target Units "who suffer personal injury or incur sickness in line of duty while engaged on active duty assignment within the field activities of the Civil Air Patrol under the provisions of Army Air Forces regulations" may receive hospitalization in Army hospitals. (See AR 40-590, Ch. No. 18, dated 29 December 1943, amending paragraph 6 b, adding subparagraph 20.)

48. Communications

a. All communications, including official letters, indorsements, memoranda reports, telegrams, teletype messages, and radiograms, will be prepared in accordance with the provisions of Training Directive No. 29, this Headquarters, "Military Correspondence, How Conducted", 8 April 1942, and Operations Directive No. 27, this Headquarters, "Preparation of Messages for Dispatch Via Electric Means", 25 August 1942.

b. All communications will be as brief as is consistent with clarity. Long-distance telephone, teletype, telegraph, and radio will be used only when a situation is of such gravity as to place the use of such emergency circuits in the category of a "military necessity".

- c. The following rules will be followed in the use of emergency circuits.
- (1) Answer the telephone as promptly as possible and speak distinctly.
 - (2) Identify your unit and yourself immediately upon lifting the telephone receiver; as "CAP Tow Target Unit No. 5, Captain Smith". It is not only a waste of time but is disconcerting to the party calling to have to inquire whether he has the right connection.
 - (3) When telephoning, have well in mind the matter to be taken up; present it in the shortest time possible; then conclude your conversation immediately.
 - (4) Do not waste valuable time inquiring about the health of the other party.
 - (5) Do not drag out conversations by repeating requests for information which the other party obviously does not have.
 - (6) Avoid holding up lines while consulting with members of your staff.
 - (7) Do not attempt to hasten solution of problems already under consideration by making repeated calls in regard to them.
 - (8) In transmitting messages via electrical means edit each such message to insure maximum use of authorized abbreviations and elimination of every word not essential to clarity. Adhere rigidly to instructions pertaining to address and signature on messages.

49. Information Pertaining to Operations

All matters pertaining to CAP Tow Target Units and their operations will be held in strictest confidence. No interviews will be granted, and no publicity whatsoever will be released relative to said units and their operations. Information regarding tow target, tracking, and other operations performed for the First and Fourth Air Forces will be released only by said Air Forces.

50. Visitors

a. Visitors at CAP Tow Target Unit Bases will be limited to those whose presence is necessary in the conduct of official business. Said official visitors, excepting (a) officers representing the armed forces and presenting proper credentials and (b) Civil Aeronautics Administration inspectors and Civil Aeronautics Board investigators presenting proper credentials, will be admitted only on written authorization from National Headquarters.

b. Application for such written authorization for Civil Air Patrol personnel will be made through Wing Commanders who will forward to National Headquarters only such applications as in their opinion are necessary in the conduct of official business.

c. The term "Visitors" does not include tradesmen and representatives of business firms admitted to a base by a Unit Commander for the transaction of necessary business incident to the operation of the base. However, the Unit Commander is responsible for the identity and conduct of each such person admitted to his base. Said persons will be admitted only to such parts of the base as said necessary business may require.

51. Requests for Information and Special Services

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

52. Inspections

The Unit Commander or an officer designated by him will make an informal inspection of the Base each day to insure the maintenance of a high standard of sanitary conditions, proper care of equipment, observance of all fire regulations, thorough policing, and that all personnel are in proper uniform.

53. Requests for Equipment and Supplies

All requests for equipment, supplies, information, and special services required by CAP Tow Target Units from other agencies of the Government will be handled through National Headquarters.

By direction of National Commander JOHNSON:



HARRY H. BLEE
Colonel, Air Corps
Operations Officer
Civil Air Patrol