

# **Civil Air Patrol National Board Minutes**



**2-3 September 2010  
San Diego CA**

# 2-3 September 2010

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ATTEST:

Barry S. Herrin  
Colonel, CAP  
National Legal Officer



OFFICIAL:

Amy S. Courter  
Major General, CAP  
National Commander

**CIVIL AIR PATROL  
NATIONAL BOARD MEETING MINUTES  
2-3 September 2010  
San Diego CA**

# OPEN SESSION

CALL TO ORDER .....	Maj Gen Amy S. Courter, CAP
INVOCATION .....	Ch, Col Whitson B. Woodard, CAP
PLEDGE OF ALLEGIANCE .....	CMSgt Lou Walpus, CAP
WELCOME.....	Maj Gen Amy S. Courter, CAP
ROLL CALL.....	Mr. Don R. Rowland, HQ CAP/EX
INTRODUCTIONS .....	Maj Gen Amy S. Courter, CAP
SAFETY BRIEFING .....	Col Robert Diduch, CAP
EXECUTIVE DIRECTOR REMARKS.....	Mr. Don R. Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS.....	Col William R. Ward, USAF
NATIONAL COMMANDER REMARKS.....	Maj Gen Amy S. Courter, CAP
SPECIAL GUEST REMARKS .....	Maj Gen Amy S. Courter, CAP

## NATIONAL BOARD

(As of 6 August 2010)

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

Col Thomas P. Benckert Jr., CAP    Vermont

### NATIONAL OFFICERS

*Maj Gen Amy S. Courter, CAP	Nat'l Commander
*Brig Gen Reggie L. Chitwood, CAP	Nat'l Vice Commander
**Col William R. Ward, USAF	CAP-USAF Commander
*Col Russell E. Chazell, CAP	Nat'l Chief of Staff
*Col C. Warren Vest, CAP	Nat'l Finance Officer
*Col Barry S. Herrin, CAP	Nat'l Legal Officer
*Col William S. Charles, III, CAP	Nat'l Controller
**Col Merle V. Starr, CAP	Nat'l Inspector General
**Ch, Col Whitson B Woodard, CAP	Chief Chap. Corps

### MIDDLE EAST REGION

*Col Joseph R. Vazquez, CAP	Region Commander
Col Eugene L. Egr, III, CAP	Delaware
Col John M. Knowles, CAP	Maryland
Col Richard J. Cooper Jr., CAP	National Capital
Col Roy W. Douglass, CAP	North Carolina
Col Hubbard J. Lindler Jr., CAP	South Carolina
Col David A. Carter, CAP	Virginia
Col Dennis D. Barron, CAP	West Virginia

### NORTHEAST REGION

*Col, Christopher J. Hayden CAP	Region Commander
Col Cassandra B. Hutchko, CAP	Connecticut
Col Daniel M. LeClair, CAP	Maine
Col William H. Meskill, CAP	Massachusetts
Col Donald C. Davidson, CAP	New Hampshire
Col David L. Mull, CAP	New Jersey
Col Jack J. Ozer, CAP	New York
Col Mark A. Lee, CAP	Pennsylvania
Col Bryan W. Cooper, CAP (Acting)	Rhode Island

### GREAT LAKES REGION

*Col Charles L. Carr, CAP	Region Commander
Col Gordon A. Larson, CAP	Illinois
Col Richard L. Griffith, CAP	Indiana
Col Robert J. Koob, CAP	Kentucky
Col Leo J. Burke, CAP	Michigan
Col David M. Winters, CAP	Ohio
Col Clarence A. Peters, CAP	Wisconsin

**ROCKY MOUNTAIN REGION**

*Col Donald G. Cortum, CAP	Region Commander
Col Edward D. Phelka, CAP	Colorado
Col David A. Guzman, CAP	Idaho
Col Herbert C. Cahalen, CAP	Montana
Col Jerry E. Wellman, CAP	Utah
Col Stanley A. Skrabut, CAP	Wyoming

**SOUTHEAST REGION**

*Col James M. Rushing, CAP	Region Commander
Col Lisa C. Robinson, CAP	Alabama
Col Christian F. Moersch, III, CAP	Florida
Col Tonya R. Boylan, CAP	Georgia
Col Tillman C. Carroll, CAP	Mississippi
Col Rafael C. Roman, CAP	Puerto Rico
Col George B. Melton, CAP	Tennessee

**PACIFIC REGION**

*Col Larry F. Myrick, CAP	Region Commander
Col Charles R. Palmer, CAP	Alaska
Col Kenneth W. Parris, CAP	California
Col Roger M. Caires, CAP	Hawaii
Col Ralph L. Miller, CAP	Nevada
Col Brian L. Bishop, CAP	Oregon
Col David G. Lehman, CAP	Washington

**NORTH CENTRAL REGION**

*Col Steven W. Kuddes, CAP	Region Commander
Col Ronald J. Scheitzach, CAP	Iowa
Col Regena M. Aye, CAP	Kansas
Col Thomas B. Theis, CAP	Minnesota
Col John A. Mais, CAP	Missouri
Col David E. Plum, CAP	Nebraska
Col Dean F. Reiter, CAP	North Dakota
Col Teresa L. Schimelfening, CAP	South Dakota

**SOUTHWEST REGION**

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

\*Voting Members of National Executive Committee - 14

\*\* Nonvoting members of NEC and National Board - 3

**CORPORATE TEAM**

Mr. Don R. Rowland	Executive Director
Mr. John A. Salvador	Senior Director & Interim Director, Public Awareness & Membership
Mr. Johnny Dean	Director, Plans & Requirements
Mr. John Desmarais	Interim Director, Missions
Ms. Susan Easter	Chief Financial Officer
Mr. Larry Kauffman	Assistant to Executive Director for Fleet Management
Mr. Jim Mallett	Director, Educational Programs
Mr. Rafael Robles	General Counsel
Mr. Gary Schneider	Director, Logistics & Mission Resources

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**AGENDA ITEM 1**

**REPORTS**

**SUBJECT: Advisor, Executive, Staff and 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 Corps 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, time permitting:**

- |   |                  |
|---|------------------|
| 9. (Advisor) National Advisory Council        | Brig Gen du Pont |
| 10. (Advisor) National Cadet Advisory Council | C/Col Coogan     |
| 11. (Staff) Historian Report                  | Col Blascovich   |
| 12. (Staff) National Health Services 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 Committee          | Col Verrett      |
| 17. (Committee) Social Media                  | Maj Pabon        |
| 18. (Affinity) Large Wing                     | Col Pearson      |
| 19. (Affinity) Disaster Relief                | Col Rushing      |
| 20. (Affinity) Operations                     | Col Vazquez      |

## September 2010 National Board Minutes

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MAJ GEN COURTER asked Col Murrell/CS PROXY to call the speakers forward and noted that some of the reports are written and have been distributed to the members.

1. (Staff) National Safety Officer – Col Diduch

COL DIDUCH/NSO presented a slide briefing on safety and made special reference to the new Safety Officer at National Headquarters, Mr. Frank Jirik.

2. (Executive) /Finance Committee Report - Col Vest

COL VEST/NFO briefed that the role of the Finance Committee is to make recommendations to the NEC and outlined actions of the committee at its last meeting, 29 April. The committee reviewed the FY10 Appropriated Budget, the Corporate Budget execution status, and the FY11 Corporate Budget. The FY11 Corporate Budget was recommended for NEC adoption. The committee also made recommendations to the NEC (1) in the area of travel policy and related forms; (2) to make changes CAPR 173-1 (collection of W-9 information to implement new IRS regulation on filing of 1099 forms); (3) a requirement for units to forward CD funds to wing upon maturity; (4) a change in the acceptable level of bank security rating for wing accounts; (5) to establish a procedure for timely resolution of disputes between wing and NHQ over consolidated maintenance quarterly draft-backs; (6) a simplified procedure for wings authorizing and paying invoices over \$500; (7) acceptance of a particular wing's proposed payback plan—an extended repayment plan—for its consolidated maintenance tail number balance, and an overall structure that such extended repayment plans could take; (8) that CAP not procure any more HF-ALE equipment in FY10 while training and table of allowances are reviewed—a pause for this fiscal year; and (9) that Hawk Mountain receive \$17,000 in matching funds for facility improvements. The committee also reviewed the latest risk assessments for the wings and noted an encouraging trend—the wings are getting better. The committee also looked at the new role of the Wing Financial Analysts in examining assets and property management during wing and unit visits. The committee will meet again prior to the Fall NEC meeting.

3. (Executive) Chaplain Corps Report – Ch, Col Woodard

CH, COL WOODARD presented a slide briefing updating activities of the Chaplain Corps, including a recommendation for a wing chaplain school.

4. (Executive) National Legal Officer's Report – Col Herrin – No report.

5. (Executive) Inspector General – Col Starr – No report.

6. (Executive) National Controller – Col Charles

COL CHARLES/NCON presented a slide briefing on the activities of the National Controller.

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7. (Advisor) Senior Advisor Support – Col Guimond

COL GUIMOND presented a slide briefing and especially noted the new CAP Pamphlet 20, which establishes the selection, requirements, and performance of the volunteers not only in support but also operations. He encouraged members to apply on Form 20.

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

COL MURRELL presented a slide briefing noting that the Operations team consists of Communications, Standardization/Evaluations, and Mission Operations, which includes SAR/DR coordination, gliders, and FEMA.

9. (Advisor) National Advisory Council – Brig Gen DuPont (not present)

10. (Advisor) National Cadet Advisory Council – C/Col Coogan

C/COL COOGAN reported that the NCAC has been meeting and discussing short- and long-term objectives. He added that the council members were considering the current board agenda items that impact cadets. The council is also looking at curriculum for RCLS, working with other cadet organizations, as well as working on some PDR issues.

11. (Staff) Historian Report – Col Blascovich

COL BLASCOVICH submitted a written Historian's Report and noted two CDs which were distributed. He stated that the CDs contain one of the most important documents that CAP ever had—"The Flying Minutemen." The CDs also contain the original CAP Constitution and Bylaws, dated 1948; a scan of the first wing commander's conferences in 1946; and forty-nine CAP music tracks from 1950-1970.

COL TODD INGLEMAN/Asst National Historian was introduced and presented a slide briefing on the National Military History Center in Indiana, which is one of the best displays of CAP history and was dedicated on Memorial Day 2010

12. (Staff) National Health Services Officer – Col McLaughlin

COL McLAUGHLIN submitted a written report. She stated that some new regulations are in progress as well as a health services specialty track that are close to being deployed, which will implement approved policies. She emphasized the need for regions and wings to appoint health services officers in order to have these positions fully staffed. She also emphasized the need to fill the region and wing CIS (Critical Incident Stress) positions.

13. (Committee) Hall of Honor – Maj Gen Wheless (not present)

14. (Committee) Constitution and Bylaws – Col Herrin – No report.

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### 15. (Committee) Public Trust – Col Kasich

COL KAVICH reminded that the February 2010 National Board directed the National Commander to form a CAP Diversity Committee. Gen Courter asked the Public Trust Committee to review the qualification of the applicants and make recommendations. A chairman has been named and the committee should soon be in place. He reported that the Public Trust Committee had earlier presented a number of questions to the vice commander candidates, which hopefully were helpful to National Board members in reaching a decision for their vote on this important position. He stated that Gen Courter had also asked the Public Trust Committee to craft a conflict of interest policy for volunteers and that effort is underway. These recommendations hopefully will be ready for presentation at the winter 2011 National Board meeting.

### 16. (Committee) Governance Committee – Col Verrett

COL VERRETT presented a slide briefing and noted that a report was presented at the winter 2010 National Board meeting. The briefing included the names of the members of the committee as well as its purposes. He also presented the issues before the committee and accomplishments to date. At the briefing to the BoG in June, that board suggested that the issues be prioritized and there has been some progress. The committee is also working on issues that have been referred to the committee. These recommendations hopefully will be ready for presentation at the winter 2011 National Board meeting.

### 17. (Committee) Social Media – Maj Pabon

MAJ PABON submitted a written report and stated that the Social Media Committee has begun work on developing policy as directed by the board. The committee members are looking at developing and recommending policy in three key areas: (1) Organizational and member use of social media in CAP, (2) Social media use in operational missions, and (3) Educating CAP members in the appropriate use of social media in CAP activities including unit use of social media. He referred to the Old Business item requesting a more detailed report to the National Board and asked that the report be deferred to the November 2010 NEC meeting for review.

### 18. (Affinity) Large Wing – Col Pearson – No report.

### 19. (Affinity) Disaster Relief – Col Rushing

COL RUSHING/SER presented a slide briefing and emphasized that the Affinity Group worked with the New Madrid National Response Plan Team in terms of putting together a plan to respond to an event in the New Madrid assignment zone. There is also a plan to participate in a week-long national-level exercise in May 2011 on the 200<sup>th</sup> anniversary of the last major event. His briefing included responses of Deep Water Horizon during the last few months, which may be the largest CAP response since the Coastal Patrols of WWII.

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He noted that as of this meeting, CAP had provided 111 consecutive days of response, and provided impressive statistical data. The efforts of CAP during this endeavor have received favorable national attention.

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**AGENDA ITEM 2**

**PM**

**Action**

**SUBJECT: Approval of the February 2010 National Board Minutes**

**Author: None**

**CAP/CS – Col Chazell**

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**INFORMATION BACKGROUND:**

The minutes of the February 2010 National Board meeting were distributed in draft form. This allowed the National Board members a chance to review the minutes for any discrepancies.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the February 2010 National Board Meeting minutes.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur as drafted.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NATIONAL BOARD ACTION**

**COL MURRELL/CS PROXY MOVED and COL VAZQUEZ/MER seconded the PROPOSED NATIONAL BOARD ACTION.**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-UP ACTION: Remove the word "DRAFT" from the February 2010 National Board Minutes.

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**AGENDA ITEM 3**

**SE**

**Action**

**SUBJECT: Cadet Safety Officer and Staff Duty Analysis**

**Author: Col Lindler**

**SC Wg/CC – Col Lindler**

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**INFORMATION BACKGROUND:**

Cadets represent nearly 41% of our total membership and are valued members of our organization. Each year, a significant number of reportable incidents involve cadets; however, often, we do not solicit cadet input or active involvement in the safety program. Engaging our cadets as active members of the safety team is a crucial part of improving the organization's safety mindset and reducing our incident rate.

An integral part of the cadet development program is the staff duty analysis. As part of the SDA, cadets partner with "senior member staff officers, having the cadets serve as apprentices. By studying the position requirements and actually performing some staff functions, cadet officers see how leadership manifests itself in real-world experiences, thereby promoting a deeper appreciation for how CAP fulfills its mission as the Air Force Auxiliary" – ref CAPP 52-14. Of the various positions listed, there is one glaring omission – safety. Cadet participation through a safety SDA will bring about increased awareness of safety issues and procedures through the cadet program. In addition, cadet creativeness and enthusiasm will have positive and meaningful impact on the safety program.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve establishment of the cadet safety officer position as an assistant to the unit staff safety officer in all units, inclusive of all Squadrons, Wings, Regions, and National level, with cadets assigned and approves a change to the cadet development program to replace an existing staff duty analysis with an analysis of the safety officer position.

**ESTIMATED FUNDING IMPACT:**

Printing of various cadet materials.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur. Just like other SDAs currently in place, the Safety Officer SDA will need to be clearly outlined and defined to ensure sensitive information from mishap investigations is protected and cadets are not tasked to do things that only senior member safety officers should do.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur with NHQ comment. The Safety Officer SDA has the potential to be a tremendous asset to the CAP Safety program. Cadets have a fresh eye and a unique perspective on safety. By including them in the safety chain, it shows the membership at large the importance of CAP safety education and training and an increased value of

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cadet members. Specific training plans and well outlined program objectives are vital to the program's success.

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

Senior Advisor – Support believes this will be an excellent way to benefit the Cadet Program and further enhance the CAP Safety Culture. It will be important to develop clear guidelines for implementation to ensure that the cadets are placed in positions where they have an opportunity to learn and influence safety decisions—and not be responsible for implementation. We also recommend that the cadet position not be mandatory for all units with cadets assigned. Many small units are already over tasked with filling mandatory positions, and the cadet safety position should be one where the cadet assigned is not filling a billet—but actively and enthusiastically engaged in the learning and assisting with the safety culture of CAP.

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

CAPP 52-14, *Staff Duty Analysis Guide*.

### **NATIONAL BOARD ACTION**

**COL LINDLER/SC MOVED A SUBSTITUTE MOTION and COL VAZQUEZ/MER seconded** that the National Board approve establishment of the cadet safety officer training program with similar rigor to the Safety Specialty Track-Technician Level and direct the Uniform Committee to identify appropriate insignia to recognize cadets who complete the program. Also, that the National Board approve establishment of the cadet safety officer position as an assistant to the unit safety officer in all units with cadets assigned.

### **THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Staff implementation of policy, notification to the field, and change to CAPR 39-3, Award of CAP Medals, Ribbons, and Certificates; and CAPP 52-14, *Staff Duty Analysis Guide*.

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**AGENDA ITEM 4**

**SE**

**Action**

**SUBJECT: Removal of Face-to-Face Safety Education for Members**

**Author: National Safety Team**

**FL Wg/CC - Col Moersch**

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**INFORMATION BACKGROUND:**

The requirement for members to have a required face-to-face safety meeting has been put into and removed from CAP's regulations on numerous occasions over the past couple of years; however, the requirement to have members have a face-to-face safety briefing within the organization of CAP is not ideal. With the improved safety programs of CAP, having a National Safety Team, and a full-time NHQ safety officer, it would benefit the membership of CAP to allow for members to meet required safety education requirements through electronic education where face-to-face meetings are not feasible. The online safety education modules, as demonstrated by the "Intro to CAP Safety for New Members" that is the first module online, provide reasonable, meaningful, and standardized safety education for CAP's members. With emphasis on a standardized message, these modules would help membership get the "same" message. Additionally these modules could be made available for safety officers of all units to have for face-to-face education, which would still be a requirement for safety officers to present monthly, but for the membership that volunteers remotely, would lift the burden of travel while presenting the same message. The online safety education module provides an aptitude assessment, which in all cases, would ensure that members retained the content of the standardized message, where-as face-to-face briefings may not provide that same level of confidence. For Wing, Region, National staff, as well as members that are required to travel for employment reason, allowing this approach would offer them the benefit of currency to the safety education around the member's personal schedule. There is no statistical data that states which method is more meaningful, but as seen in major airline operations, ICBT (Interactive Computer Based Training) is commonly used for education in ground and air operations with great success.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the removal of the face-to-face safety briefing requirements for all members and only require monthly safety education be completed. That they leave the face-to-face as an option for completing monthly safety education, but allow for online CAP training where face-to-face requirements are not completed. This change would not have limits to the amount of CAP provided online training a member can take to maintain safety education currency.

There would be no change to the other types of safety training a member could take outside of CAP and the established limits for other than CAP training would remain.

CAP safety officers would also still be required to present 15 minutes a month of safety education for members in attendance at CAP unit meetings.

CAP electronic training would be allowed by completion of CBT (Computer Based Training) provided by NHQ Safety through eServices with a required post course assessment.

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This policy would also clarify that email receipts of briefings and reading the Safety Newsletter would not suffice in meeting safety education requirements.

### **ESTIMATED FUNDING IMPACT:**

None.

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

Concur. This agenda item was assembled with the assistance of the National Safety Team and NHQ Safety. The intent of this agenda item is not to dilute the monthly requirement of safety officers to present safety education, but to provide relief to mandatory face-to-face requirements for membership. By utilizing a Computer Based Training (CBT) training mechanism provided by NHQ Safety, this would provide a consistent and standardized approach for safety education and the end result would be a consistent message to the benefit of CAP and its members. The modules that would be available on CBT would also be available for safety officers to utilize for face-to-face safety education; however CBT training does have the ability to add video and voice narrative which the NHQ SE department will evolve in support of this change of policy.

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

Non-concur. Although we agree that computer based training is essential to bolstering safety education, training and overall culture, face-to-face contact is invaluable in providing safety conscious dialogue and reinforcing leadership's commitment to safety. Additionally, computer based education and training often provide safety principles that endure across the mission spectrum whereas face-to-face interaction is best suited for perishable information, namely seasonal/environmental awareness, upcoming events/missions, new programs, mishap crosstell, and CAP-wide or localized emphasis items. Currently, CAP's Computer Based Safety Training is in its infancy; it requires much additional development before it can provide a robust contribution to safety consciousness and education.

CAP has made great advancements in their safety program; this is no time to delete or dilute requirements to meaningfully engage safety concepts. We fully understand the challenges presented by volunteers' busy schedules and distance from their home unit. The current policy provides options for wing commanders to address *exceptional* circumstances as *exceptions* to the norm. The norm, however, must be to continue to emphasize safety, to include the opportunity for leaders at every level to demonstrate that commitment in person.

As all of you know, safety is more than just a program. Safety must be ingrained in each member to ensure safe operations and mission execution. By keeping safety training personal and maintaining a steady unwavering approach to safety education, CAP leadership will continue to engender trust with its members, its customers and the Air Force.

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CAP-USAF does support tailored safety requirements for special membership categories (e.g. patron members)

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

NLO – Does not concur with a dilution of current face-to-face mandates of formal safety training for persons involved in flight operations, cadet program delivery, and emergency services operations. Concur with respect to all other active categories. Patron and AEM categories should have no safety training requirements.

Senior Advisor – Operations: As we strive to continue to build and instill an acceptable safety culture within our membership, it is important for all of our members to participate in on-going safety and ORM training. Ideally, it is desirable for all of our members to meet face to face and discuss safety. There are circumstances, however, when active members are unable to attend face to face meetings in a quarter and there are units, like the National Commander's Squadron, that do not meet, at all. The Operations Advisor concurs that units continue to be required to have, at least, one face to face safety briefing per quarter and encourage attendance; that those who cannot attend a face to face briefing complete an online safety brief for each month of the quarter; and that, active participate not be restricted, if continued monthly online courses have been completed.

Senior Advisor – Support: The Support Section will assist in implementing any and all requirements directed by the NB. The recommendations contained in the AI would relieve a great burden from many members, including members of the National Staff, who do not, or cannot, attend local meetings. If the National Safety Team feels it can develop adequate CBT modules, completion of the training would be easy to document. We also note that individual mission and activity safety briefings are already a requirement for conducting both ES and Cadet activities.

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

CAPR 62-1, *CAP Safety Responsibilities and Procedures*.

### **NATIONAL BOARD ACTION**

**COL MOERSCH/FL MOVED to withdraw** at the present time because of in-depth conversations between CAP-USAF, the large wing Affinity Group, and National Headquarters Safety. He stated they were very close on some conceptual and philosophical agreement, but, at the present time they do not feel the proper language is in place for what is in the best interest of safety for CAP-USAF's concern and the CAP membership.

FOLLOW-ON ACTION: Work on this agenda item will continue and will be brought to the next meeting. Include in October NEC agenda.

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**AGENDA ITEM 5**

**SE**

**Action**

**SUBJECT: Modification to Recognition of Safety Excellence**

**Author: National Safety Team**

**SC Wg/CC – Col Lindler**

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**INFORMATION BACKGROUND:**

The measurement and positive awards around safety excellence are a key component of CAP's safety culture; however, the award that CAP has that has caused a barrier to reporting is the Mishap Free Certificate of Achievement.

Human Nature thrives on positive recognition and the idea that filing a mishap may prevent receiving positive recognition may entice membership to not file a mishap, depending on the severity of the mishap. While this is not all inclusive of why members do not file mishaps, it is one barrier that deserves to be removed.

The National Safety Team and NHQ Safety have proposed that for FY10 the awards be given for achievement based on an Incident Free standard. This removes the category of all mishap filing being punitive. As it is recognized that an Incident Free standard poses the same barrier, but at a higher level, it has been proposed that for FY11 that the safety recognition program move to a performance based standard using a "Milestones for Success" to be outlined in the CAP safety departments Office Procedures Manual, currently under development by NHQ safety. This would allow for the safety department to have flexibility in setting thresholds for recognition of success with undisclosed recognition levels and would be value added as opposed to creating another barrier for reporting. Areas of performance would be related to aviation operation, vehicle operations, and bodily injury risk management. An award example would be: 10000 hours flown by a unit, Incident and Accident free or 2000 miles of incident and accident free operation of a COV. These types of awards would positive praise CAP members for good behavior. In the interest of transparency a copy of this section of the Office Procedures manual could be provided to Corporate Officers, i.e. Wing, Region, and National Commander for review, but not for membership dissemination.

Lastly, in the interest of supporting behavior based safety it would be good to add a recognition program for "Sustained Superior Performer." The criteria for this award, being an eligibility award for Regions and Wings, would be based on key performance areas of preventable and manageable safety performance. Key areas of performance compliance would factor into this equation and would be a weighted average of the areas of focus. Areas of focus would be determined on an annual base by goal setting base on safety statistics, compliance areas inspections, and safety survey results. Examples of these would be: Percentage of safety education compliance, CI inspection percentage of improvement related to safety or no CI findings during an inspection, SUI performance related to safety, and other controllable behavior based areas of safety responsibility. By housing this requirement in the safety departments Office Procedures Manual, it would provide a flexible, non-regulatory work platform for Wings and Regions to establish annual updates to this program.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the following:

- 1) Change to the Mishap Free Certificates of Achievement program and adapt for FY10 the "Incident Free" proposal, and for FY11 the "Milestones for Success" proposal, both as written above in the information background section of this item.
- 2) Accept the proposal for the "Sustained Superior Performer" concept and approve inclusion into regulation for implementation at a date to be determined through coordination with Wing and Region commands outside of the regulation.

**ESTIMATED FUNDING IMPACT:**

There would be minimal funding impact to make these changes, primarily NHQ IT programming charges to provide some programming updates for "milestone" capturing. Cost of recognition in certificate awards would not change working under the assumption earned awards would be provided to units at a similar rate as currently performed annually in the current mishap free recognition program.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur. This program change will help remove barriers of mishap reporting and provide positive incentive for gathering mishap trend data.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur with "Incident Free" proposal; however, we believe it's premature to approve "Milestones" without more concrete direction regarding how they are defined / implemented. Authority to set the milestones could be delegated to the National Safety Team, along with a timeline and appropriate guidelines for development.

**ADVISOR / NATIONAL STAFF COMMENTS:**

National Safety Officer concurs.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 62-1, *CAP Safety Responsibilities and Procedures*.

**NATIONAL BOARD ACTION**

**COL LINDLER/SC MOVED and COL CARR/GLR seconded the PROPOSED NATIONAL BOARD ACTION.**

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**COL MILLER/NV MOVED TO AMEND and COL MYRICK/PCR seconded** the amendment to strike the proposed action under number 2.

**THE MOTION TO AMEND CARRIED**

**THE AMENDED MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 62-1, CAP Safety, Responsibilities, and Procedures.

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**AGENDA ITEM 6**

**SE**

**Action**

**SUBJECT: Revision of Introductory Safety Training**

**Author: National Safety Team**

**RMR/CC – Col Cortum**

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**INFORMATION BACKGROUND:**

The current draft regulation of CAPR 62-1 has required all new members of CAP to complete the Basic Safety Course.

*Within 90 days of joining CAP, or NLT ## XXX ####, whichever occurs later, every CAP member (seniors, cadets, cadet sponsors, 50 year, and life members) who attends CAP meetings, participates in any flight, vehicle operation, cadet activities, or any ES missions, shall complete the on-line Basic Safety Course and test prior to participation. Members who do not complete the Basic Safety Course will not be allowed to participate in CAP activities until such time as the course is complete.*

A revised course, combining the Basic Safety Course and ORM training, called “Intro to CAP Safety for New Members” was developed to provide improved safety training for CAP members, but also brought the realization that defining a course name in the regulation limited the National Safety Teams ability to adapt safety education to the needs of CAP.

By changing the regulation to indicate a CAP member must complete introductory safety training available in the Safety CBT (Computer Based Training) modules will allow the directorates of CAP to modify the safety training as the changing culture and advancement of CAP’s safety programs without having to present this course to the National Board or NEC each time a training title is revised.

Furthermore, past CAP members should be required to take the present course through the Safety CBT module and this date should be revised to be completed by December 31<sup>st</sup>, 2010 to ensure there is a regulatory requirement for all members to be equally calibrated and aware of the present safety program and culture of CAP.

As an advisory, NHQ safety advised that the current module is linked to their monthly safety education requirements and is also giving credit in the member’s permanent training record.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the change of CAPR 62-1 (DRAFT) to state the following:

*Within 90 days of joining CAP, and for current members NLT 31 December 2010, whichever occurs later, every CAP member (seniors, cadets, cadet sponsors, 50 year, and life members) who attends CAP meetings, participates in any flight, vehicle operation, cadet activities, or any ES missions, shall complete the current on-line introductory safety training module and test prior to participation. Members who do not*

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*complete this training will not be allowed to participate in CAP activities until such time as the course is complete.*

### **ESTIMATED FUNDING IMPACT:**

None.

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

Concur. This is only a removal of a course name replacing it with an introduction to safety requirement giving CAP safety some flexibility to amend training as CAP's mission requires. The establishment of a date to complete introductory safety training by current members is only a request for an update to a previous national board requirement for completion of safety training that was not previously specified. The Introduction to CAP Safety for new members should be required for all members due to updates from CAP's senior leadership on elements of CAP's safety program that are contained in the revised training and ensures all members are updated on the combination of ORM and basic safety principles. This course is in eServices and will automatically be added to the member's monthly safety education requirement as well as be documented in their professional development training record.

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

Concur, to include appropriate dispensation for special categories (patrons, etc.). It's important for CAP leaders to demonstrate to all CAP members that safety training and education is paramount to a professional organization.

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

NLO – Concur except with the requirement for safety briefing as a requirement for simple attendance of meetings, which might include social functions, holiday parties, and wing, region and national meetings. We do not need to disenfranchise or deter participation (and dues payment) by members with no cadet program responsibilities or emergency services qualifications.

Senior Advisor – Operations: There is no doubt we want to establish a safety culture within our new members that can be perpetuated through on-going safety training and programs. At the same time, we want to continue to nurture that safety culture with all existing membership through a viable and growing program. Although, I agree with requiring new members to take an introductory safety course before active participation, the consensus of the Operations Advisory is that it is unnecessary to require those existing members, who have already complied with policy and taken CBT Safety and ORM courses, to participate in an introductory course.

Senior Advisor Support: Concur with the NLO comments, and do not believe that all existing members should be required to complete this introductory safety course. We run this risk of overwhelming our membership with recurrent and other CBT requirements, and to have highly trained mission personnel take an introductory course

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is not a good use of their time. It would not be difficult to develop a simple list of equivalent requirements to replace the need for this training.

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

CAPR 62-1, *CAP Safety Responsibilities and Procedures*.

### **NATIONAL BOARD ACTION**

**COL CORTUM/RMR MOVED and BRIG GEN CHITWOOD/CV seconded** the PROPOSED NATIONAL BOARD ACTION.

**COL SCRABUT/WY MOVED TO AMEND and COL LINDER/SC seconded** the amendment to strike the words “Within 90 days of joining CAP,” and substitute the words “At completion of Level I for senior members or Curry Achievement for cadets, and for current members NLT. . . .”

### **THE AMENDMENT CARRIED**

**COL WINTERS/OH MOVED and COL LARSON/IL seconded** that this item be referred to committee to work out and bring back to the board.

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

### **THE AMENDED MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 62-1, *CAP Safety Responsibilities and Procedures*.

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**AGENDA ITEM 7**

**SE**

**Action**

**SUBJECT: Change of Language: CAPR 62-2, Addition of Classifications**

**Author: National Safety Team**

**CO Wg/CC - Col Phelka**

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**INFORMATION BACKGROUND:**

CAP has had a good start to the tracking of mishaps electronically; however new classifications have been identified by NHQ safety through trend data that categorically on a high level would benefit CAP by removing uncontrollable mishaps, such as mechanical, vandalism, pre-existing conditions, and other acts of God, typically weather related, from the controllable database. By removing uncontrollable data this will better refine the focus on what CAP leaders need to focus on for risk mitigation. Additionally, there have been some questions posed by membership on reportability by trying to figure out the classification of a mishap to determine if it is reportable or not. This has proven to create a barrier to reporting. To change this, a revision to CAPR 62-2 has been deemed appropriate to include a near-miss reporting category for any unsought safety act that did not result in injury or damage. By changing the reporting criteria to include unsought safety acts that do not result in injury or damage, this will allow CAP's safety program to evolve into a pro-active reporting system as opposed to all reactive. This change in regulation is intended to create a more positive reporting environment for CAP's members so that lessons aren't lost because of fear of repercussion.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the change of language to CAPR 62-2 to define "Mishap" as any unsought safety event or series of events, that may or may not result in death, injury, or damage to equipment or property.

Additionally request that the following categories be added and defined in CAPR 62-2 to support the mishap classification that results from this language change and to allow for mishaps that are uncontrollable, defined as not related to CAP member involvement, be allowed:

- a) Mechanical – Related to mechanical malfunction only; however are not a result of failure to perform routine maintenance.
- b) Near-Miss – Unsought safety acts where no damage or injury occur where two aircraft operate within a perceived unsafe distance of each other.
- c) Weather – Related to unforeseen weather events, ex. Hail, high wind, flooding, etc.
- d) Vandalism – Acts of malice towards CAP property where a police report is filed

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- e) Pre-existing conditions – Medical conditions of a member that are undisclosed resulting in a mishap or failure of a member to follow the limitations set due to a pre-existing medical condition.
- f) Non-CAP – Mishaps that are not the responsibility of CAP, ex. A mishap occurring before or after a CAP activity where the Home to Work rule would apply.
- g) Other – Miscellaneous one-time occurrences that are not the result of human factors and do not fall into one of the other categories listed above.
- h) Safety Deviation – Any event that is perceived as an unsought safety act, most commonly defined as any act that is non-compliant with CAP rules, regulations, or other defined policies, as well as local, state, or national laws or regulations that could result in injury or damage to CAP members or equipment. These are “at risk” behaviors that occur in motion that involve CAP members, not to be confused with static risks, defined as hazards, that are identified in CAP’s Hazard reporting system, formerly known as a Form 26. The exception to this is aircraft in-air related which is defined as “near-miss” above.

### **ESTIMATED FUNDING IMPACT:**

Minimal.

### **CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Concur. There is no funding impact.

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

Concur. Not all CAP mishaps are related to a lapse in safety. However, it is still important to capture data from losses and potential losses to CAP assets and personnel. A near miss, maintenance log entry, or police accident report can educate CAP members and have a vital role in future mishap prevention. Additionally, CAP-USAF recommends the mishap definition to read:

*“Mishap” means any unplanned or unsought safety event, or series of events, that result in or has the potential to cause death, injury, or damage to equipment or property.”*

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

National Safety Officer concurs.

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

CAPR 62-2, *Mishap Reporting and Investigation*.

**NATIONAL BOARD ACTION**

**COL PHELKA/CO MOVED and COL MOERSCH/FL seconded** the PROPOSED NATIONAL BOARD ACTION, amended to modify the first paragraph to define “Mishap” as recommended by CAP-USAF, minus the word “safety,” to read as

follows: “Mishap” means any unplanned or unsought event or series of events, that result in or has the potential to cause death, injury, or damage to equipment or property.

**THE MOTION AS STATED CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 62-2, Mishap Reporting and Investigation

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**AGENDA ITEM 8**

**ED**

**Action**

**SUBJECT: Squadron of Distinction  
NCS – Col Chazell**

**Author: Lt Col Moseley**

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**INFORMATION BACKGROUND:**

CAPR 39-3 currently provides that the selection process for the Squadron of Distinction at both the region and national levels is based on the following five criteria:

- (1) Squadron Strength - A minimum of 12 cadets at the beginning of the calendar year.
- (2) Squadron Growth Rate - Reflected by an active recruiting and retention program.
- (3) Cadet Achievement - Reflected by Mitchell, Earhart, Phase IV and Spaatz awards earned during the calendar year.
- (4) Cadet Encampment Attendance - Reflected by first-time encampment attendance of squadron cadets.
- (5) Cadet Orientation Flight Participation - Reflected by the participation of squadron cadets in the Flight Orientation Program.

However, when the statistics are analyzed at the National level, the differences between most of the nominees are statistically insignificant, as the nominated units are all truly exceptional units. Thus it becomes necessary to request additional information at the national level (and probably the region level) to determine which unit is truly The Squadron of Distinction.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve adding the following to CAPR 39-3, Paragraph 34:

When forwarding the region nomination to National Headquarters the Region Commander shall provide a short narrative explaining what this unit has done that distinguishes this cadet or composite squadron from all others within the region. The narrative can address the Actions, Results and Impact the unit has had in the community or within Civil Air Patrol.

**ESTIMATED FUNDING IMPACT:**

This action requires the addition of an additional document to be forwarded with the nomination. There is not additional direct cost to the organization by making this change.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor – Support, CP Advisor and Membership Affairs advisor: Concur.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, Paragraph 34.

**NATIONAL BOARD ACTION**

**COL MURRELL/CS PROXY MOVED and COL CARR/GLR seconded the PROPOSED NATIONAL BOARD ACTION.**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Staff implementation of policy, notification to the field, and revision to CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, Paragraph 34.



**ESTIMATED FUNDING IMPACT:**

Minimal.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Concur with NLO comment.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor – Support and Cadet Programs Advisor concurs.

NLO – Concur provided the changes indicated below are made to the agenda item. I believe that squadron and wing commander endorsement of an NCAC chair candidate is important.

Suggested addition to the policy drafted above in the proposed national board action:

- All Eaker and Spaatz Award cadets will be invited to apply; ~~those who are endorsed~~ endorsement by the cadets' squadron and wing commander ~~will be considered for both positions~~ is a requirement for consideration.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 52-16, *Cadet Program Management*, and the NCAC Constitution and By-Laws will be updated to reflect this change.

**NATIONAL BOARD ACTION**

**COL RUSHING/SER MOVED and COL HERRIN/NLO seconded** the PROPOSED NATIONAL BOARD ACTION, EXCEPT that bullet three shall be changed to read as follows: “All Eaker and Spaatz Award cadets will be invited to apply; **endorsement by squadron, wing, and region commander is required.**”

During discussion, there was agreement that for clarification, the bullet pertaining to the selection of the vice chair be moved to the bottom of the list, as written.

**COL HIMEBROOK/NM MOVED TO AMEND and COL HERRIN/NLO seconded** the amendment to add a bullet point to the PROPOSED NATIONAL BOARD ACTION, as follows: “That both the chair and vice chair would be under the age of 20 at the time they take their position to ensure that they can complete their full tenure.”

**THE MOTION TO AMEND CARRIED**

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The amended motion reads as follows:

That the National Board establishes the following policy for selecting the NCAC chair and vice chair:

- The NCAC chair will be selected by the National Commander
- All Eaker and Spaatz Award cadets will be invited to apply; endorsement by squadron, wing, and region commander is required.
- The NCAC Senior Advisor and National Cadet Programs Advisor will evaluate the applications and present the top four to the National Commander for final selection
- Applicants need not be incoming primary representatives, but must have no more than 2 years' experience on the NCAC.
- The NCAC chair will serve a single 1-year term
- The NCAC vice chair will be conjointly selected by the National Commander and the NCAC chair, from among candidates who are NCAC primary members.
- Both the chair and vice chair would be under the age of 20 at the time they take their position to ensure that they can complete their full tenure.

### **THE AMENDED MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Staff implementation of policy, notification to the field, and change to CAPR 52-16, Cadet Program Management, and the NCAC Constitution and Bylaws to reflect this change

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**AGENDA ITEM 10**

**MD**  
Operations

**Action**

**SUBJECT: G1000 Check Ride Requirement**  
**NV Wg/CC – Col Miller**

Author: Col Miller

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**INFORMATION BACKGROUND:**

CAPR 60-1 para 3-4e requires that *“To renew Cessna models equipped with the G1000, the check ride model flown must be Cessna Nav III G1000 equipped.”* The intent of regulation is good – the G1000 requires regular use to maintain proficiency.

However, as more members become qualified in the G1000 this poses a severe scheduling challenge. Most wings have 1 or 2 G1000’s at most, and if most members must take check rides in this single type the effective size of the fleet is dramatically reduced.

A further drawback is that members show proficiency in ONLY the G1000 and never in other aircraft.

The intent can be met in a different way. Repeated check rides are not really what is required, but rather repeated use and practice.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the following modification to CAPR 60-1 para 3-4e:

*“To renew Cessna models equipped with the G1000, the applicant must submit logbook data to demonstrate 15 hours of PIC in the G1000 within the past year, or the check ride model flown must be Cessna Nav III G1000 equipped.”*

**ESTIMATED FUNDING IMPACT:**

Minimal.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

See following sheet for the number of G1000 aircraft assigned per wing. Concur with the Senior Advisor – Operations that if this is adopted a G1000 check ride be required every 2-3 years.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

Non-Concur. The technological nature and inherent complexities of the G1000 makes it imperative that pilot proficiency is validated through routine check rides. Although proficiency in non-G1000 equipped aircraft is important, the complexities of the G1000 make it a higher priority to ensure proficiency through the check ride process. The current requirement established in CAPR 60-1 meets this need.

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The fact that there are scheduling difficulties in completing check rides in G1000 equipped aircraft isn't proof of a problem with the annual eval requirement. The more likely culprit for these conflicts is that there may be too many pilots qualified in these aircraft. At present, G1000 aircraft make up 44% of the C-182 fleet, yet some wings have upwards of 80% of their pilot corps qualified in the aircraft. Although additional G1000 equipped aircraft are slated as the replacement airframe across CAP, it is essential that the wings right-size their pilot force to complement its current airframe inventory. As more aircraft are added to the fleet, additional G1000-trained pilots should be added at a rate that provides a sufficient force to complete mission requirements but does not overtax the wing's ability to conduct check rides per the current guidance.

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

Senior Advisor – Operations: Concurs, in that, there are numerous reports of difficulties in timely scheduling for C182 NAV III G1000 check rides, which has created a burden in a number of wings. Solutions may also include utilizing evaluations on an aircraft management basis. The consensus, however, is that a documented average of 1 hour per month in a G1000 equipped aircraft, a minimum of 12 hours in the year immediately preceding the check ride, should satisfy the proposed change. Minimum flight experience is also recommended for consideration, as is, requiring a G1000 check ride or demonstration flight with a CAP check or instructor pilot, at least, every three years.

Senior Advisor – Support concurs with the comments of the Senior Advisor -Operations.

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

CAPR 60-1, *CAP Flight Management*.

### **NATIONAL BOARD ACTION**

**COL MILLER/NV** stated that in view of the **CAP-USAF HEADQUARTERS COMMENTS** included in the Agenda and follow-on discussions with Col Murrell, he wanted to withdraw the item at this time, rewrite his proposal, and submit it to the NEC.

**FOLLOW-ON ACTION:** Include in the November 2010 NEC agenda.

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**G1000 Aircraft by Wing**

Wing	# of Aircraft	Wing	# of Aircraft
AL	3	NE	3
AR	2	NER	1
AZ	4	NH	2
CA	7	Cong Sq	2
CO	4	NJ	2
CT	2	NM	2
DC	2	NV	2
DE	3	NY	3
FL	5	OH	3
GA	2	OK	3
HI	1	OR	2
IA	1	PA	3
ID	2	PCR	1
IL	3	RI	2
IN	2	SC	3
KS	2	SD	3
KY	3	SER	1
LA	2	TN	3
MA	2	TX	5
MD	2	UT	4
ME	2	VA	4
MI	3	VT	1
MN	3	WA	3
MO	2	WI	3
MS	2	WV	2
MT	3	WY	3
NC	2	Total	139
ND	2		

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**AGENDA ITEM 11**

**MD**  
Operations

**Action**

**SUBJECT: Mission Check Pilots**  
**WY Wg/CC - Col Skrabut**

Author: Col Skrabut

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**INFORMATION BACKGROUND:**

Presently, CAPR 60-1 paragraph 3-7f (2) requires that CAP Check Pilots “satisfactorily complete the National Check Pilot Standardization Course prior to initial appointment and every 4 years thereafter.” However, CAPR 60-1 paragraph 3-7j (4) requires that CAP Mission Check Pilots to only complete a National Check Pilot Standardization Course prior to initial appointment.

There are more Mission Check Pilots than CAP Check Pilots. The organization is passing by an opportunity to further standardize critical flight training across Civil Air Patrol. Standardization is especially important when we are placing aircrews into hazardous situations dictated by the missions we fly. The requirement for recurring check pilot standardization should be consistent with both check pilots and mission check pilots.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve that mission check pilots satisfactorily complete the National Check Pilot Standardization Course prior to initial appointment and every 4 years thereafter.

**ESTIMATED FUNDING IMPACT:**

Funding impact should be minimal considering the online NCPSC is a viable option.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

Concur. This recommendation is already included in the next iteration of CAPR 60-1. This requirement ensures Mission Check Pilots remain aware of the latest techniques and procedures similar to Check Pilots.

**ADVISOR / NATIONAL STAFF COMMENTS:**

NLO – Concur.

Senior Advisor – Operations: Concur. All check pilots should have the same requirements.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 60-1, *CAP Flight Management*.

**NATIONAL BOARD ACTION**

**COL SKRABUT/WY MOVED and COL VAZQUEZ/MER seconded** the PROPOSED NATIONAL BOARD ACTION.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Staff implementation of policy, notification to the field, and change to CAPR 60-1, CAP Flight Management

**AGENDA ITEM 12**

**EX**

**Action**

**SUBJECT: Standardize Procedures through the use of Supplements and Operating Procedures**

**Author: Col Skrabut**

**WY Wg/CC – Col Skrabut**

**INFORMATION BACKGROUND:**

In CAPR 5-4, Publications and Forms Management, there are specific procedures for how and why to create and use supplements, operating instructions, and policy letters. According to CAPR 5-4:

- para 1g, “Operating Instructions” announce local policies or procedures, and direct actions of a local nature within one unit (charter number) or office.
- para 1m, “Supplements” are auxiliary publications that augment higher headquarters directives and apply to all members of the issuing headquarters and all subordinate units.
- According to CAPR 5-4, para 4, interim change letters are a temporary measure to be incorporated into a regulation or supplement within 90 days.

However, in CAPR 173-1, para 3 “Supplements and/or Operating Instructions. Supplements and Operating Instructions are not authorized. Units at all levels may issue specific Financial Management Procedures or Policies specific to their wing dealing with fiscal matters pursuant to this regulation. Examples of Financial Management Procedures may be found under the Financial Management section on the NHQ website.”

This guidance in CAPR 173-1 is inconsistent with guidance provided in CAPR 5-4. The organization is now creating another description for instruction. We should be looking to consolidating and standardizing processes rather than creating new terms. Because there are no instructions how to create a “procedure” in CAPR 5-4, this is creating multiple variations on what was once a standardized process.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve that locally created instructions be prepared in accordance with CAPR 5-4.

**ESTIMATED FUNDING IMPACT:**

Time required by staff to make necessary adjustments to regulations.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Do not concur. Recommend day-to-day operations guidance for finance to continue to be Financial Management Procedures.

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Civil Air Patrol finance regulations (CAPR 173 series) provide the minimum level of financial management and internal controls within a region, wing or unit in order to

safely guard financial resources at each level. Each region, wing and unit in Civil Air Patrol is unique in the manner in which day-to-day management of financial procedures is conducted. In standard accounting practice, businesses typically have a policy which outlines how the business will conduct finance from paying bills, billing customers, closing the general ledger, making entries, etc. To allow for the region, wing or unit to individually conduct the finance function to suit their respective needs, Financial Management Procedures (FMP) are written to advise the staff of the respective region, wing or unit detailed procedures of how the regulation requirements will be met on a day to day basis. At a minimum, FMPs are required to address areas that have been financial weaknesses in the past: payment approvals, credit cards, recurring expenses, bank transfers and travel. Because of frequent changes in banks, staff or personnel, data processing, payment methods, activities, etc., each CAP organization needs an expeditious manner in which to make changes to the day-to-day procedures and methods of meeting the regulation minimum.

CAPR 5-4 paragraph 3a (1) requires "each supplement to be forwarded to the next higher level of command for review immediately upon publication." If local procedures to manage finance are written in a regulation supplement, the wing will be required to review and approve all of their subordinate unit financial procedures, as the regions will be required to approve their subordinate wing financial procedures and NHQ will approve the region financial procedures. The wing will be required to approve numerous (one for each unit, flight or group) different methods of how each unit conducts financial business. The Regions will approve 5-8 different methods of conducting wing finance and NHQ will approve 8 different methods of conduction region finance. Higher level offices are not familiar with the idiosyncrasies of the day to day operations in each subordinate office. This would force the higher level approver to make a decision on whether or not the supplement is the best manner for the subordinate to conduct business. Not only would this be required at each anniversary of the supplement, but also at each change the subordinate wishes to make which could be as many as 6 per year.

Writing day-to-day operations as supplements would place an unnecessary burden on the next level of command to approve a document of which they do not have the knowledge resources to form an opinion as to the best manner to conduct financial operations for that location. Subordinates will be forced to defer enacting changes to their operations, which may be needed immediately in some cases, until the higher approval is completed.

Within an organization as large as CAP, we need to provide flexibility for each CAP unit to conduct the finance regulatory minimums, while maintaining consistency, timeliness and accuracy. Allowing each respective CAP unit the flexibility to quickly write procedures in which to conduct the financial function at their location has greatly contributed to the unqualified audit opinion of CAP's financial statements. In fact, when CAP regulations previously allowed supplements in the past, finance was not successful. If we do not establish flexible working procedures for CAP units, our audit could be at risk. The external auditors currently rely heavily on the finance regulations

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and oversight while conducting our audit; furthermore, they sample the Financial Management Procedures from each Wing as part of the national audit. To make a

change that will affect every CAP units could jeopardize finance at all levels, and have a major impact on our audit.

CAPR 173-1 is intended to safeguard CAP's financial assets and prepare reliable financial reporting while complying with numerous laws, regulations, appropriated funding and GAAP financial reporting requirements. We recommend the day-to-day operations guidance for finance in each respective location remain Financial Management Procedures.

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

Concur with NHQ comments.

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

Senior Advisor – Support: Concur with NHQ comments.

NFO: Concur with NHQ comments.

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

CAPR 5-4, *Publications and Forms Management*  
CAPR 173-1, *Financial Procedures and Accounting*

### **NATIONAL BOARD ACTION**

**COL SKRABUT/WY MOVED and COL LARSON/IL seconded** that National Board refer this item to committee for the purpose of providing proper financial management instructions on how units are to provide guidance for the members, to make sure the units are doing it correctly, and to ensure that there is proper oversight.

### **THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Gen Courter stated that this would be referred possibly to the National Finance Committee or some financial body. Col Skrabut concurred. Inclusion in winter 2011 NB agenda.

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**AGENDA ITEM 13**

**EX**

**Action**

**SUBJECT: Creation, Listing, and Distribution of Forms**

**Author: Col Skrabut**

**WY Wg/CC – Col Skrabut**

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**INFORMATION BACKGROUND:**

During a recent Wing Finance Administrator audit, it was identified that Wyoming Wing had not used the correct worksheet to complete an Internal Financial Review. It was observed that the required worksheet was not listed as a form in CAPR 0-9. Instead it was listed as a worksheet under the regulations section of the manual.

According to CAPR 5-4, para 6a “A form is a tool used for the collection, recording, and/or extraction of information whereby a predetermined set of data fields have been established and defined to meet a definitive CAP purpose or objective. All forms, regardless of the issuing headquarters, must be prescribed in an official directive publication”.

Additionally, CAPR 5-4, para 6d “Those tests, forms, certificates and visual aids that are only available from National Headquarters will be indicated on the on-line Index 0-9.”

Presently, the Internal Financial Review Worksheet is required to be used by CAPR 173-1; however, it is not listed as a proper form in CAPI 0-9. This may contribute to unit oversight.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve that all required forms have an associated form number and be listed in CAPI 0-9.

**ESTIMATED FUNDING IMPACT:**

Time required by staff to make necessary adjustments and include the forms on the Forms Web page.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

Concur

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor – Support: Concur.

Senior Advisor – Operations: Concur.

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NLO – No opinion. Other regulations require the use of attached forms and hence the attached form is in essence a part of the unit's regulatory burden. However, making each such attachment a numbered form is not objectionable if it will increase compliance. It should be made clear regardless of the outcome of this item that a failure to use a required attachment in a regulation is not excused simply because the attachment does not appear in the CAP form list.

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

CAPR 5-4, *Publications and Forms Management*.

CAPR 173-1, *Financial Procedures and Accounting*.

### **NATIONAL BOARD ACTION**

**COL SKRABUT/WY MOVED and COL CARR/GLR seconded** the PROPOSED NATIONAL BOARD ACTION.

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Staff action to number all CAP Forms and list them in CAPI 0-9.

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**AGENDA ITEM 14**

**ED**

**Action**

**SUBJECT: Suspension of Membership  
MA Wg/CC – Col Meskill**

**Author: Col Meskill**

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**INFORMATION BACKGROUND:**

CAPR 123-2 (IG process) states in paragraph 8, "Investigations should be completed within 180 days unless there is a justifiable reason for delay." However CAPR 35-1 states in paragraph 2-2a that the maximum suspension is 60 days, with additional extensions requiring next higher command level approval.

This disconnect causes three suspension actions to be required just to support the normal 180 day IG investigation process. This causes additional work and monitoring of suspensions which if missed will cause members to be reinstated in error. Additionally it presents a false picture to the individual being suspended, who is informed in writing that the suspension is for 60 days, when it will almost certainly be longer.

Time frames for IG investigations are well defined, and we have no control over civil litigations.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board align these regulations by modification to CAPR 35-1, to permit suspensions of membership, due to IG investigations or criminal litigation, to be made by commanders for a term of up to 60 days, or the completion of the associated IG investigation or Civil Litigation.

**ESTIMATED FUNDING IMPACT:**

Minimal.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Do not concur. CAPR 35-1 currently allows for suspensions to be continued beyond the 60 day period in the event criminal actions are pending or further internal investigation is required. It simply requires the commander to take a specific action to extend the suspension beyond the initial 60 day period. The National Board approved this policy in March 2008 stating that requiring extensions to be justified to higher headquarters serves as a check in the system. The importance of timely resolution and of strong justification was purposely emphasized by placing a ceiling at 180 days without approval by NEC. The IG regulation states that investigations should be completed within 180 days but they can be continued past that time. To allow an "open ended" suspension could leave a member in limbo for some time. The requirement to take specific action to extend a 60 day suspension ensures that all involved are monitoring the situation on a regular basis.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Non-concur. Current language in CAPR 35-1 meets the agenda item recommendation and ensures periodic reviews by higher authorities at pre-determined intervals so a suspended member doesn't remain in a suspended status without justification.

CAPR 35-1 (18 Mar 09), para. 2-2a, does not specify a "maximum" suspension time but rather allows a unit commander or higher to suspend a member for "up to" 60-days. Furthermore, CAPR 35-1 provides an avenue to extend the suspension upon appropriate review by the next higher authority.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor Support and Member Affairs Advisor believe the wording in its present state is too broad. CAPR 35-1 does require a review every 60 days to protect the rights of the member involved. In all cases of a substantial nature the NHQ staff telephones the commander affected prior to the expiration of the suspension to remind them of this requirement. An open ended standard may well leave a member suspended for an excessive period of time without proper review. We also suggest that the Legal Officer and General Counsel review the applicability of civil litigation to the action since the existing regulation does not address it.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-1, *Assignment and Duty Status*.

**NATIONAL BOARD ACTION**

**COL MESKILL/MA MOVED and COL LeCLAIR/ME seconded** that the National Board align these regulations by modification to CAPR 35-1, to permit suspension of membership, due to IG investigations or pending criminal litigation to be made by commanders for a term of up to 180 days for the completion of the associated IG investigation or indefinitely for Criminal Litigation.

During discussion, there was a determination that the motion needed to be reviewed by legal staff for accuracy of intent and brought back later in the meeting.

**LATER IN THE MEETING, COL MESKILL/MA MOVED A SUBSTITUTE MOTION and COL HERRIN/NLO seconded** that the National Board approve modification of CAPR 35-1, CAPR 35-8, and the Constitution and Bylaws be modified to permit suspensions of membership due to Inspector General investigations or pending criminal charges for up to 180 days. Suspension in excess of 180 days for pending criminal charges may be approved by the commander of the next higher echelon. Continuation of a suspension during an Inspector General investigation in excess of 180 days would require National Executive Committee approval as currently required.

**COL DAVIDSON/NH MOVED and COL PARRIS/CA SECONDED** that this matter be referred to the Constitution and Bylaws Committee because of the complexity of this issue.

**THE MOTION TO REFER CARRIED**

FOLLOW-ON ACTION: Referral to the Constitution and Bylaws Committee. Include in winter 2011 National Board agenda and June 2011 BoG agenda.

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**AGENDA ITEM 15**

**ED/IT**

**Action**

**SUBJECT: Membership Renewal – Tracking Required Training**

**Author: Col Wellman**

**UT Wg/CC – Col Wellman**

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**INFORMATION BACKGROUND:**

A commander's time is possibly the most valuable commodity he or she has. Finding ways to use the eServices database to streamline updating and tracking of requirements is critical. Rather than have commanders spend time begging and urging members to complete required training (CPPT, OPSEC, ORM, GHV, EO, etc.) develop a mechanism that, as an annual renewal process, a member would be required to complete missing, and required, training or be automatically moved to the '000' squadron and patron status until the needed training is complete. Members would also be required, annually as part of renewal, to update and certify as correct, emergency contact information – relieving commanders of the need to keep a CAPF60 current and have it easily available to other commander and activity (or mission) directors.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve a mechanism to make it possible for members to be held accountable at renewal for required training and to update emergency contact information online.

**ESTIMATED FUNDING IMPACT:**

This would require programming changes in eServices and changes in how renewals are mailed and processed and to include a PIN for members to use to validate emergency contact information. The data is already in the eServices data structure, the mechanism would be for validation and tracking.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

There are already a number of tools available to track these types of requirements. Automatically changing a member's unit of assignment or membership category would adversely affect the duty assignment and permissions in eServices. If adopted, this could possibly become a deterrent to membership renewal and affect overall retention rates. If the National Board sees merit in this item, suggest that the Senior Advisor – Support be asked to study this further and report back to the 2011 Winter National Board Meeting.

**CAP-USAF HEADQUARTERS' COMMENTS:**

The AF uses this type of "assisted compliance" frequently to ensure requirements are completed. In general, it's a painless way to clear overdue training, etc. However, depending on the implementation details there's the possibility of unintended consequences. CAP-USAF concurs with the NHQ suggestion to refer this for study to determine the best way to implement.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor – Support: The volunteer staff as well as the NHQ staff can complete the tasks described in the AI, however, we believe that there are hidden problems which may require more of the commander's time than this item proposes to save. Based on the directives from the NB and NEC, eServices now provides restricted "permissions" for individuals based upon their approved duty assignment. If a member is automatically reassigned to a "000" or any other unit his/her duty assignments disappear with the transfer. Upon completing the necessary training the present system requires approval by the commander since this is a duty transfer. This approval could be waived, however waiving the approval rights of a commander may be a concern for some members of the Board. The reassignment would also require approval by the commander, or designee, of duty assignments and we do not believe it is appropriate to waive this important approval requirement.

We also do not agree that the annual renewal will relieve the commander of maintaining a current CAPF 60. Contact data changes continually, and cannot be updated on an annual (or longer in the case of multi-year renewals) basis. We can easily, however, modify the renewal form to either verify the existing information or obtaining new data.

Finally, while the changes to eServices can be completed to accomplish the goals of the AI, this will require a substantial amount of programming time. The present backlog of IT tasks awaiting action, in addition to the implementation of the new AMS software, require that the NB carefully consider the priority and benefits of approving this item

NLO - Alternatively, a member would not get a renewal statement unless he or she was "eligible" to renew. I like the idea of having to validate contact information as part of renewal, either in a paper or online process. It would change what we print and send to the member, but our membership management database should be able to do that.

**REGULATIONS AND FORMS AFFECTED:**

CAPF 60, *Membership Renewal*.

**NATIONAL BOARD ACTION**

**COL WELLMAN/UT MOVED and COL CORTUM/RMR seconded** that the National Board approve National Headquarters/IT staff developing a mechanism to make it possible for members to be held accountable on the members' join-date anniversary for required training and to update emergency contact information online.

**COL PHELKA/CO MOVED TO AMEND and COL REITER/ND seconded** the amendment to also ask that the National Headquarters/IT staff include the requirement for op-sec training to be added to all ops qualifications prior to approval by any level commander.

**THE MOTION TO AMEND DID NOT PASS**

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**COL WELLMAN/UT withdrew the motion with the intent of working with the appropriate National Headquarters staff to more clearly specify the intent and bring it back later with improved wording of the motion.**

FOLLOW-ON ACTION: Board members were encouraged to give input to Col Wellman to help move this along. Include in winter 2011 NB agenda.

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**AGENDA ITEM 16**

**ED**

**Action**

**SUBJECT: Establishment of a Drug Demand Reduction Officer  
Member of the Year Award**

**Author: National DDR Team**

**NCS – Col Chazell**

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**INFORMATION BACKGROUND:**

Each year at the Summer National Board meeting, awards are given to the Senior Members and Cadets who have excelled in many different facets of Civil Air Patrol. The purpose of this proposal is to recommend the establishment of a yearly award for the Drug Demand Reduction Member of the Year.

CAPR 39-3 states, "CAP awards are designed to recognize heroism, service, and program achievements." Because of their dedication to advocating a drug-free ethic and educating CAP and community members about making responsible choices, members committed to the Drug Demand Reduction Program are true heroes and deserve recognition for their efforts.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the creation of a Drug Demand Reduction Member of the Year Award. Criteria for the award would be as follows:

An annual award established to recognize the senior or cadet member who has contributed the most in unique and innovative ways to the success of Civil Air Patrol's Drug Demand Reduction program. Nominations describing the member's accomplishments will be forwarded via the chain of command to the National Headquarters in narrative form on CAPF 120.

1. Criteria for this award should include the following:
  - A. Showing the Actions taken, Results obtained and the Impact the member has had in educating, training and reaching out to the community in innovative ways to achieve the Civil Air Patrol's stated DDR mission goals and vision for a drug-free world.
  - B. Senior members nominated for this award must show steady progression and advancement in the Drug Demand Reduction professional development specialty track and must hold at least a technician rating in DDR.
2. Submission of all nominations will follow the procedures and time schedule found in CAPR 39-3, Paragraph 23, a-d.
3. Award elements will be a plaque to be presented at the wing, region and national levels.

Effective for the Summer National Board for 2011.

**ESTIMATED FUNDING IMPACT:**

Estimated costs to each wing will be about \$25-\$35 per year for the wing level plaque and \$35-\$50 to each region and NHQ for the region and national level award elements. Estimated total expenditures are \$1615 to \$2270 per year.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur. Please note that DDR funds cannot be used to pay for plaques.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor – Support, Member Affairs Advisor, Awards and Promotions Team Leader and DDR Team Leader all concur.

**REGULATIONS AND FORMS AFFECTED:**

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

**NATIONAL BOARD ACTION**

**COL MURRELL/CS PROXY MOVED and COL KUDDER/NCR seconded the PROPOSED NATIONAL BOARD ACTION, EXCEPT as amended to include “for cadets and senior members.”**

After discussion of this agenda item the following amendment was proposed:

**COL MURRELL/CS PROXY MOVED TO AMEND AND COL EGRY/DE seconded that the words “a plaque to be” will be removed from the description of the award.**

**THE MOTION TO AMEND CARRIED UNANIMOUSLY**

After further discussion on the establishment of a mandatory award for a volunteer program the following motion was made:

**COL MILLER/NV MOVED and COL CORTUM/RMR seconded that this item be referred to committee**

**THE MOTION TO REFER CARRIED UNANIMOUSLY**

Gen Courter asked the Cadet Programs team to work on that with DDR.

**LATER IN THE MEETING, COL MURRELL/CS PROXY MOVED TO SUBSTITUTE and COL JENSEN/SWR seconded** that the National Board approve the creation of a Drug Demand Reduction Member of the Year Award for both senior and cadet members. Criteria for the award would be as follows:

1. An annual award established to recognize the senior or cadet member who has contributed the most in unique and innovative ways to the success of Civil Air Patrol's Drug Demand Reduction program. Nominations describing the member's accomplishments will be forwarded via the normal awards method. Criterion for this award should include the following:
  - A. Provide a nominating statement showing the Actions taken, Results obtained and the Impact the member has had in educating, training and reaching out to the community in innovative ways to achieve the Civil Air Patrol's stated DDR mission goals and vision for a drug-free world.
  - B. Members nominated for this award should show the ability to implement and integrate the DDR program into all unit activities as shown in CAPP 228, paragraphs 3.a-c on page 2.
2. The award will be presented at the wing, region and/or national level and may be presented to senior members and/or cadet members. (This award is not mandatory).
3. Submission of all nominations shall follow the procedures and time schedule found in CAPR 39-3, paragraph 23. a-d.

### **THE SUBSTITUTE MOTION CARRIED**

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

**SUBJECT: Armed Forces Veteran's Ribbon**

**Author: Col Skrabut**

**WY Wg/CC – Col Skrabut**

**INFORMATION BACKGROUND:**

Currently, CAP does not have a ribbon that acknowledges a member's service in the United States armed forces as an honorably discharged veteran. Numerous members of CAP have served faithfully, and then subsequently been honorably discharged from, the United States armed forces. While members have the option of wearing their previously awarded military ribbons on their USAF-style uniforms, this is not an option on the CAP distinctive uniforms. While wearing a CAP distinctive uniform, a CAP member - who is also an honorably discharged veteran of the United States armed forces - is not recognized for their previous military service to our nation.

Since the United States Armed Forces uses the Military Outstanding Volunteer Service Medal to recognize those members of the military (active duty, reserve and national guard) who perform substantial volunteer service to the local community above and beyond the duties required as a member of the United States Armed Forces, it is fitting that Civil Air Patrol recognize those who served faithfully in the armed forces.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the creation of an Armed Forces Veteran's Ribbon that could be worn with any of the current uniform combinations that CAP ribbons are authorized to be worn on. Additionally, that the National Board considers creating devices for the Armed Forces Veteran's Ribbon that represent specific branches of the United States armed forces.

It is recommended that the "order of precedence" for the Armed Forces Veteran's Ribbon appropriately reflect the dedication and commitment of those CAP members who have served faithfully and honorably in the United States armed forces.

**ESTIMATED FUNDING IMPACT:**

Costs associated with the creation of CAP ribbon and associated devices for each armed service.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

We certainly value the service of all our veterans. However, CAP ribbons have traditionally recognized achievements in Civil Air Patrol and if approved this could also set a precedent to establish ribbons in recognition of achievements in other organizations. Additionally, to authorize this type of ribbon could be confusing since it would be redundant for members to wear this ribbon as well as their previously earned military decorations on the CAP Air Force style uniform. Therefore, this particular ribbon could only be authorized on the CAP distinctive uniforms when military

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decorations are not worn. Additionally, creating specific devices to recognize each branch of service could be cost prohibitive.

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

No comment on the substance of the proposal, however the implementation should be careful to ensure consistency with laws/instructions that govern wear of military uniforms, rank, insignia and decorations.

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

Senior Advisor – Support and Member Affairs Advisor do not recommend this Agenda Item as written. The current wording would allow the wear of the new award ribbon on the Air Force style ribbon and could therefore duplicate the awards worn by the member if he/she wore their original armed forces award ribbon.

CAP awards traditionally recognize CAP outstanding contributions and efforts. This award would break from that tradition. We also note that after the phase out date for the “blue Corporate Style” uniform has passed, the only uniform that this ribbon could be worn with is the short/long sleeve shirt combination if the ribbon is not allowed to duplicate the military service ribbons on the AF style uniform.

We recommend that this item be referred to the new Uniform Committee for a presentation to the NB at the winter meeting in Washington.

NLO – Concur with the exception of the idea of a device for the branch of service. This is similar to military service and war service medals awarded by other federally-chartered patriotic organizations (Sons of the American Revolution and Sons of Confederate Veterans are examples).

Senior Advisor – Operations: Recommend referring this item to the Uniform Committee for consideration.

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

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

### **NATIONAL BOARD ACTION**

### **COL SKRABUT/WY MOVED the PROPOSED NATIONAL BOARD ACTION**

**The motion failed for lack of a second.**

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**AGENDA ITEM 18**

**MD/IT**

**Action**

**SUBJECT: Simplification of ID Card and Documentation Requirements**

**Author: Col Skrabut**

**WY Wg/CC – Col Skrabut**

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**INFORMATION BACKGROUND:**

Currently, members who are participating in Emergency Services need to have with them at all times a number of different documents, all of which need to be produced at a mission base during sign in. These documents may include:

- Membership Card
- CAP Photo ID card
- CAPF 60, Emergency Notification Data
- CAPF 75, CAP Motor Vehicle Operator Identification Card
- CAPF 76, Radio Operators Authorization
- CAPF 101, Specialty Qualification Card

With each member carrying multiple cards, there is an increased chance of forgetting an important card or for information to become expired without being noticed. The present 101 card has been a success and it make sense for this card to be the common information reference for all related documents such as the ROA card, CAP Driver's License, and the Form 60 information.

Maintenance of the information would continue to rest with the functional areas; however, printing of the form could go to the lowest level - that of the individual member. Additional functionality would have to be added to e-services to capture the radio operator rating, emergency contact information, and CAP driver's license information.

To meet the present CAPF 60 requirements of CAPR 35-2, the updated CAPF 101 could be printed and left with the organization.

By leveraging e-services, documentation will be made simpler for the member.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the creation of a single, user printable information card that would combine the functions of the 101 card, the ROA card, CAP Driver's License, and the Form 60.

**ESTIMATED FUNDING IMPACT:**

As the cards would be printed by each member, the only cost that would be incurred would be in the time necessary for the programming of the eServices Operations Qualifications website to reflect the new layout, and to populate the reverse of the card with the emergency contact information.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The NHQ and Senior Advisors will jointly present a report at the NB addressing this item plus give an update on studies done after previous board discussions on this topic.

**CAP-USAF HEADQUARTERS' COMMENTS:**

CAP-USAF concurs with the goal of streamlining CAP credentials. The concept of user printable cards presents a problem with standardization and security. Perhaps this could be mitigated with standards on print stock and anti-counterfeit measures built into the system. Another avenue of attack would be to limit the data carried. With the advent of eFRO, it may be possible to eliminate some information on the CAP 101. However, making a change now to current credentials may be premature, since the WMIRS-based mission management system may have a significant impact on what's possible.

**ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor – Support: The use of a single document to summarize a member's qualifications is a worthy idea. We do not believe, however, that this can be accomplished on a card sized document. The amount of information necessary on the card is not practical. For example, the CAP driver license must contain specific limitations such as vehicle type, etc. The CAPF 60 notification data should be up to date and requires alternate contact data.

The NB previously directed the NHQ and Volunteer Staff to develop and make available a single "Report" to summarize the member data and operational qualifications. The staff has been working on this issue for a number of months, and the task is not near completion. Part of the reason for this is the need to incorporate cross references in the various databases as well as the signoff from the various directorates involved. If this form is to include all pilot and flight release data the task becomes far more complicated.

Given the size restrictions imposed by a pocket card, the NB may wish to request expedited completion of the initial "single source" report format for review at an upcoming NB meeting.

NLO – Concur. Having a single data reference will minimize mistakes in granting access or participation permission and would reduce the organization's liability profile. Allowing mission base personnel and activity commanders to print these documents would also be appropriate.

National Advisor – Operations: Shortly, members of the corporate staff along with volunteer members will begin developing a WMIRS-based mission management system. My recommendation is to table this item until such time that the development team is able to determine how much of this information can be automated, thereby limiting the number of items that would have to be carried.

**REGULATIONS AND FORMS AFFECTED:**

CAPF 60, *Emergency Notification Data*  
CAPF 75, *CAP Motor Vehicle Operator Identification Card*  
CAPF 76, *Radio Operators Authorization*  
CAPF 101, *Specialty Qualification Card*  
CAPR 35-2, *Notification Procedures in Case of Death, Injury, or Serious Illness*  
CAPR 77-1, *Operation and Maintenance of CAP Vehicles*  
CAPR 100-1, *Communications*

**NATIONAL BOARD ACTION**

**COL SKRABUT/WY withdrew this agenda item due to information provided earlier by National Headquarters staff which indicated that they are already working this issue.**

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**AGENDA ITEM 19**

**GC**

**Action**

**SUBJECT: CAP National Vice Commander Election**

**Author:**

**CAP/NLO – Col Herrin**

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**INFORMATION BACKGROUND:**

Per the Civil Air Patrol *Constitution*, Article XIV, the National Vice Commander is elected annually.

The election rules are attached to this item.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board elects a National Vice Commander.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NATIONAL BOARD ACTION**

COL HERRIN/NLO reviewed the process for the election, as written. He stated that Col Gerry Weiss from Maryland and Col Ernie Pearson from Pacific Region will distribute and collect the ballots, and Col Bob Karton and Col Fred Weiss will count the ballots and certify the results of each balloting. The six candidates drew numbers for their order of speaking, as follows: (1) Col Carl Brown, Jr.; (2) Col Michael Cooper; (3) Col Jams Hughes; (4) Brig Gen Reggie Chitwood; (5) Col Charles Carr; (6) Col William Charles.

After presentations by the candidates, there was a question/answer period as well as a time for endorsements

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**BY SECRET WRITTEN BALLOT, COL CHARLES CARR/GLR WAS ELECTED BY MAJORITY VOTE ON THE THIRD BALLOT AS THE NATIONAL VICE COMMANDER FOR A TERM OF 1-YEAR.**

**Vote count:**

**Col Charles - 5**

**Brig Gen Chitwood - 27**

**Col Carr - 34**

**Election of the CAP Vice Commander:**

The National Legal Officer, serving as Secretary of the Corporation, announces the names of those who have filed for the office. The Secretary declares the floor open for nominations from the floor, which require a second. The Secretary closes the nominations.

Slips of paper with numbers 1 thru the total number of candidates will be placed in a container and the candidates will each draw one slip, thus designating the order in which the candidates speak.

Each candidate in order is allowed 10 minutes to speak in support of their candidacy. Presentations may or may not include exhibits, displays or electronic aids, but may not include comments by anyone other than the candidate.

After speaking, there is a five minute period for the Candidate, remaining at the podium, to answer questions of the National Board members and receive brief comments of endorsement from Board members. Comments should be brief, orderly and not exceed 30 seconds. Each candidate is allotted five minutes total time for questions/comments.

Each other candidate, in order, will then follow the same procedure until all have completed it.

Voting by written, secret ballot then takes place. Two members of CAP who are neither current members of the National Board nor candidates for the office shall distribute and collect the ballots. Two former members of the National Executive Committee and /or National Board who are neither current members of the National Board nor candidates for Vice Commander shall tabulate the ballots and report the result to the National Legal Officer. The vote count for each candidate shall be announced at the conclusion of each ballot.

When there are more than 2 nominees, the nominee receiving the lowest number of votes shall be dropped from the next ballot until there are only two nominees. Whenever any nominee receives a majority of the votes, that nominee is elected.

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**AGENDA ITEM 20**

**CC**

**Action**

**SUBJECT: Confirmation of CS, NFO, NLO, NC, Chaplain**

**Author: Maj Gen Courter**

**CAP/CC – Maj Gen Courter**

**INFORMATION BACKGROUND:**

Per the CAP *Constitution and Bylaws*, Article XIII, "The National Chief of Staff, the National Finance Officer, the National Legal Officer, the National Controller, the Chief of Chaplain Corps, and the CAP Inspector General shall be appointed by the National Commander, subject to confirmation by a majority of those voting at the current or next National Board meeting."

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board confirms the following individuals selected by the National Commander to fill the positions indicated, effective at the close of the current NB meeting:

Col Russell E. Chazell	National Chief of Staff
Col C. Warren Vest	National Finance Officer
Col Barry S. Herrin	National Legal Officer
Col William S. Charles, III	National Controller
Ch, Col Whitson B. Woodard	Chief of Chaplain Corps

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NATIONAL BOARD ACTION**

**MAJ GEN COURTER/CC MOVED and COL PARRIS/CA seconded the PROPOSED NATIONAL BOARD ACTION.**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: National Headquarters staff action

**SUBJECT: Specialty Tracks  
NER/CC – Col Hayden**

**Author: Lt Col Dey**

**INFORMATION BACKGROUND:**

The Civil Air Patrol (CAP) regulation CAPR 35-1 currently states in part that “when assigned to an authorized duty position, the member will also enroll in the appropriate specialty track of the CAP Senior Member Professional Development Program unless he/she has already earned the master's rating in that specialty. When a member is assigned to more than one duty position, he/she will enroll in the specialty track for the primary duty. Training in remaining specialties is encouraged.”

It is the last sentence quoted above from the regulation; “Training in remaining specialties is encouraged” is where the problem begins. Currently, CAP eServices allows for the initial enrollment of a member in a specialty track at the “None” level with approval by the member’s unit commander. Subsequent upgrades in the enrolled specialty tracks to applicable technician, senior and master ratings is also initiated in eServices with approval by the member’s unit commander. The only controlling features allowed in eServices is the selection of the specialty track, it’s appropriate next rating level for that track beyond the “None” level and the applicable date. No further editing features are available to a member’s specialty tracks in eServices.

The problem develops further with the accumulation of several specialty tracks in a member’s eServices record, all stuck at the “None” level. There are a variety of reasons why this happens. Some are; training in specialty tracks are encouraged but not pursued, errors in specialty track selections and/or enrollments, anticipated but not obtained duty assignments, not the specialty track that the member thought it was for, not the desired or undesired training required, and the ever favorite specialty track collector. Providing a detailed specialty track editing feature in eServices, including a deletion selection, is one possibility but that fix avenue is not advocated or recommended as that presents another set of problems and potential abuses.

As CAP members with specialty track ratings at the “None” level provides no real clue as to the competency of the members in those specialty tracks, it only lends to a false sense of the number of qualified personnel in specific specialty tracks if they are left to accumulate over time. With eServices this accumulation is now growing.

As a CAP member’s record is purged after two years of a lapsed CAP membership, a two year time limit on a member’s progress in a specialty track from the “None” level to a technician level is appropriate and a sufficient amount of time for progression. A time limit will also provide an added incentive for those members that want to progress in the specialty track.

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### **PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve a change to CAPR 35-1 to allow the automatic deletion of specialty tracks at the “None” level in eServices after two (2) years of no progression in the specialty track.

CAPR 35-1, Section A – Duty Assignments, 1-2. Eligibility for Assignment should be changed by adding paragraph “c” as follows:

“c. A senior member enrolled in a specialty track of the CAP Senior Member Professional Development Program that does not progress from the initial enrollment at the “None” level after two (2) years from the date of enrollment in the specialty track will have the specialty track deleted from the member’s eServices record. An email will be sent one month prior advising the member of the intention to delete. The member can be re-enrolled in the specialty track if necessary.”

### **ESTIMATED FUNDING IMPACT:**

Minimal.

### **CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Concur.

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

Concur.

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

Senior Advisor – Support and Professional Development Advisor do not believe that a problem exists at this time. The PD Officer in a member’s unit should be reviewing the status of each member’s file at least annually—and the PD Officer can modify or remove the specialty from the member’s record. While the IT personnel can accomplish the changes required in this proposal, this will require numerous changes and require that other projects be deferred. We also note for the record that a change to CAPR 50-17 will be required if the proposal as adopted.

Senior Advisor – Operations: Concur.

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

CAPR 35-1, *Assignment and Duty Status*.

### **NATIONAL BOARD ACTION**

**COL HAYDEN/NER withdrew this item due to the National Senior Advisor Comments.**

**SUBJECT: CAP Chaplain Qualifications  
UT Wg/CC – Col Wellman**

**Author: Col Wellman**

**INFORMATION BACKGROUND:**

Is the goal of the CAP chaplain program to provide chaplains to the USAF or to provide chaplains to members of the CAP?

Current qualifications for a CAP chaplain are at such a professional level that seems to be counterproductive or beneficial to CAP members. Rather than holding CAP chaplains to a USAF standard and issuing an exemption to the lesser qualified, let's re-define the CAP chaplaincy to allow qualified and endorsed members of the ministry to benefit CAP and then ENCOURAGE additional qualifications needed if a CAP chaplain DESIRES to be of USAF service. Not every CAP chaplain desires or has the time to be a fully qualified, but volunteer, military chaplain.

A CAP chaplain is a needed function to help guide members, especially our youth, in value development. However, that same chaplain may not legally (in many states) handle confessions, conduct marriages or do "normal" functions associated with someone who is a military chaplain -- is this level of expectation required for CAP? If our goal is to provide value guidance, let's not place roadblocks and make it so difficult to qualify a chaplain, local clergy simply say "no."

Many religions allow endorsement in the ministry without requiring extensive theological education. This is the case, for example, with Catholic and Baptist deacons. These potential CAP chaplains will have both religious and value foundation to benefit CAP members. These persons are currently accepted by their local community churches to conduct services and are endorsed by their denominations, yet must meet significant additional requirements to serve as a CAP chaplain. Many of these people are not in the religious vocation and simply do not have the time or funding or desire to obtain advance education in theology.

Are these advanced and somewhat stringent chaplaincy requirements beneficial to CAP members?

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve a complete re-design of the requirements needed to become a CAP chaplain with an eye to benefiting CAP members and allowing more local clergy to serve. Our current policy is overly restrictive resulting in a lengthy and cumbersome process that discourages an element of our community that would be of great benefit to CAP.

**ESTIMATED FUNDING IMPACT:**

Cost to be determined depending on what is developed in the re-design of requirements.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur with the Chief of Chaplain Corps comments.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Non-concur. Chief of Chaplain Corps comments provide thorough background into the rationale for current policy.

**ADVISOR / NATIONAL STAFF COMMENTS:**

NLO - I believe this is contrary to the current agreement between the CAP chaplain corps and the USAF Chaplain corps. However, we already have a category for "mission chaplain" that we could adapt to those chaplains meeting USAF requirements, and only mission chaplains (as redefined) would be able to participate in AFAMs (including assistance to active and reserve forces). That should make the chaplaincy available to more faiths and not restrict our ability to provide assistance to the military services.

Chief of Chaplain Corps: The Chaplain Corps Advisory Council considered this proposed action and unanimously expressed their opposition for the following reasons:

1. The qualifications for appointment as a CAP chaplain have been long established from our inception and have become the model for other vocational chaplaincies. This is one of the uniquely distinctive ways that Civil Air Patrol is known to be an exceptional organization.
2. We already have a waiver provision in circumstances in which prospective chaplains have documented significant and credible pastoral experience. These chaplains are restricted only from direct support to the military, which is a very small percentage of our overall chaplain ministry. Our primary mission continues to focus on cadet programs, aerospace education and emergency services.
3. Lowering the current criteria could place some chaplains in legal jeopardy, particularly in situations of confidentiality and counseling.
4. Utilization of chaplains who do not meet meaningful criteria places the CAP Corporation in legal jeopardy if, for example, it is alleged that counseling is performed by those who do not possess adequate ministerial credentials.
5. Lowering our current standards would result in a corresponding reduction in the quality of our Chaplain Corps. We feel that our cadets and senior members are entitled to professionally competent chaplain services.
6. In our culture, it is possible for someone to purchase an ordination certificate online that would allow them to perform marriages and etc. for about \$35 dollars; and purchase a bogus graduate degree for as little as \$195, from unprincipled organizations

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that have chartered themselves as a church or school. Lowering the accredited educational requirements for chaplaincy would invite even more chaplain applicants who lack either the education or experience to bring competent ministry to CAP members.

7. We must have a concrete objective criterion for evaluation of chaplain candidates. The lower the bar, the more subjective it becomes.

8. It is doubtful that a reconsideration of the qualifications for CAP chaplaincy would in fact result in the recruitment of more chaplains. Competent ministers are often wary of ministries that are known to have inadequate qualifications. In CAP, character development instructors who meet only very limited and basic criteria were instituted to facilitate moral leadership discussions, yet we have significantly more chaplains than CDIs.

9. There are many aspects of ministry that are unique to chaplaincy and some ministers are not suited for it. An important feature of chaplaincy is the ability to work together on a team in a pluralistic setting. Not every clergy person is equipped for this kind of ministry. Our long established chaplain criteria are essential to the effectiveness of our chaplaincy.

10. The current criteria for appointment of a CAP chaplain have earned the respect of the Air Force, resulting in specific inclusion of CAP chaplain support in the AFIs. The Chaplain Corps is the only portion of CAP to enjoy this degree of collegial relationship with the Air Force. Our Memorandum of Agreement with the Air Force Chaplain Corps requires us to conform to the standards of DODI 1304.28, which prescribes the educational criteria for chaplaincy.

Lowering the standards for chaplains in order to increase their number is somewhat akin to meeting a need for more physicians by declaring that EMTs will be doctors. Competent ministers are the result of years of study, training and proven commitment. We might rather see the need to be even more careful in our selection of chaplains than ever before. It is our conviction that the currently established standards for the appointment of CAP chaplains should not be degraded in any way.

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

CAPR 265-1, *The Civil Air Patrol Chaplain Corps*.

### **NATIONAL BOARD ACTION**

**COL WELLMAN/UT withdrew this item and asked that the National Commander appoint a committee or task force to review the process involved in the chaplain appointment process and that this committee be comprised of both chaplains and board members, with a report back to the National Board.**

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MAJ GEN COURTER stated that some changes are already in progress for the chaplain appointment process, and noted that at National Headquarters the Chaplain Corps has been moved into the Professional Development area.

FOLLOW-ON ACTION: Naming of committee or task force by the National Commander. Inclusion in the winter 2011 National Board agenda.

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**AGENDA ITEM 23**

**ED**

**Action**

**SUBJECT: Extension of Professional Appointments and Promotions to Include Homeland Security and Emergency Management Professionals**

**Author: Col Skrabut**

**WY Wg/CC – Col Skrabut**

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**INFORMATION BACKGROUND:**

From time to time, new academic disciplines may emerge having curriculum content highly relevant to the Civil Air Patrol mission. It is beneficial to the organization to periodically assess the Professional Appointment and Promotion procedures to consider inclusion of newly arising fields of study, in order to encourage membership by individuals trained and credentialed in such fields.

Individuals completing degrees in Emergency Management or Homeland Security will have skills highly contributory to the organization.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the establishment of guidelines similar to those for chaplains, character development instructors, health service personnel, legal officers, aerospace education officers, and finance officers for appointments and promotions for persons demonstrating experience and education in the fields of Homeland Security and/or Emergency Management.

**ESTIMATED FUNDING IMPACT:**

No direct associated costs, other than administrative cost to change regulation.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Without specific criteria, it would be hard to make a judgment on the validity of this item. NHQ suggests that this be referred to a volunteer committee to establish proposed criteria and then resubmit the item to the November 2010 NEC meeting with recommendations.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Agree with all CAP NHQ and National Staff comments. On the surface this proposal appears prudent; however, recommend it be sent to committee to develop recommendations for the next policy-making meeting.

**ADVISOR / NATIONAL STAFF COMMENTS:**

NLO – Understanding that rank and other uniform matters are surrogates for payroll in CAP; I would concur with this proposal if the guidelines only permit credit for experience and/or credentials that are compatible with CAP mission requirements. We should also rethink whether persons with NASAR credentials (e.g., SARTEC I and II) should be exempt from certain ground team leader/member training along these same lines.

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Senior Advisor – Support and PD Advisor are concerned with the broad wording of this AI. At present, there is no experience based criteria for professional development and promotion in the CAP. The existing metrics require a degree or other professional recognition such as an FAA pilot certificate or instructor certificate, advanced degree, CPA certificate, etc. The HLS and Emergency Management fields are growing so rapidly that we believe it would be impractical for local, Wing, Region, or even National personnel officers to review an application without specific metrics for a specific field of expertise.

Senior Advisor – Operations: If, indeed, there are elevating degrees in these disciplines and those degrees can directly contribute to and support CAP's missions in those areas, I concur that this should be considered.

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

CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*.

### **NATIONAL BOARD ACTION**

**COL SKRABUT/WY MOVED and COL LEE/PA seconded** the PROPOSED NATIONAL BOARD ACTION.

**COL BURKE/MI MOVED TO AMEND and COL LARSON/IL seconded** the amendment to identify professional certifications that are nationally recognized and allow those to also automatically qualify for CAP emergency services roles.

**COL MURRELL/CS PROXY MOVED TO REFER and COL CARR/GLR seconded** that this item be moved to committee in order to explore and develop appropriate criteria.

### **THE MOTION TO MOVE TO COMMITTEE CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to committee with guidance from Col Herrin/NLO to consider all national emergency services qualifications that people currently hold to develop some table of equivalencies or some idea whereby CAP doesn't have to have highly trained people repeat the same training just to check boxes on the forms. There was additional guidance from Col Guimond that the committee needs to be comprised of both operational and support people since this item involves promotion and advancement as well as operational issues.

**INFORMATION BACKGROUND:**

At the February 2010 National Board Meeting, the following concerning CAP regulations was approved:

**That the National Board approve amending CAPR 5-4, Paragraph 2, as follows: The NHQ staff shall provide, at each National Board meeting, a report on the six earliest dated publications concerning ratification of present regulations or present those revisions required for currency, including those promulgated by Interim Change Letter, to the National Board as an information item.”**

Six oldest CAP Directives (Regulations, Manuals or Interim Change Letters)

Publication Remarks	CAPR 35-3 <i>Current and Essential</i>	16 Mar 81	Membership Termination
Publication Remarks	CAPR 147-1 <i>Updated and Published 19 May 10</i>	10 Feb 86	Army and Air Force Exchange Privileges of CAP Members
Publication Remarks	CAPR 900-3 <i>Revised regulation in coordination</i>	15 Jul 86	Firearms - Assistance to Law Enforcement Officials
Publication Remarks	CAPR 210-1 <i>Revised regulation in coordination</i>	1 Apr 91	The Civil Air Patrol Historical Program
Publication Remarks	CAPR 112-9 <i>Revised regulation in coordination</i>	1 Dec 92	Claims, Demands, and Legal Actions for or Against the Civil Air Patrol
Publication Remarks	CAPR 265-2 <i>Will be converted to a handbook</i>	25 Feb 95	The Covenant and Code of Ethics for Chaplains of the CAP

**A. September 2009 National Board Meeting: Agenda Item 12**

**Making Accident / Incident Information available to Pilots**

**INWG/CC – Col Reeves**

**INFORMATION BACKGROUND:**

Currently, the information from accidents and incidents is not disseminated in a manner to help prevent future accidents and incidents. For example, the IN Wing had its second tail strike on a C182T. We had no information about what happened, only that the aircraft was down. Later, I learned, by accident that the incident occurred during a training exercise during a soft field take off maneuver. As a CFI and check pilot, this is important information to know if we are to try and prevent future similar incidents. Any information regarding the safety of flight, particularly involving flight training or check rides should be disseminated to all pilots and particularly check pilots.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve making the Form 78, *Safety Mishap Report* and the Form 79, *Safety Report of Investigation* available to all CAP members, effective \_\_\_/\_\_\_/\_\_\_.

**ESTIMATED FUNDING IMPACT:**

Cost associate with eServices report development and establishment of duty position permissions. New analysis report will require additional requirement definition from Safety team.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

We agree that the information gained from incidents may be valuable in preventing similar events; however, we feel that CAPF 78 and 79 are not the appropriate vehicle for communicating this information. Instead, we propose the use of a sanitized summary of flight and ground incidents that describe findings and recommendations without unit or individual data.

**CAP-USAF HEADQUARTERS' COMMENTS:**

Non-concur as written. It is important to the Civil Air Patrol mishap prevention program to provide to the membership, lessons learned from accidents and incidents. This feedback can help educate CAP and avert some mishaps in the future. Some mishaps are already detailed in the monthly Sentinel newsletter. Providing full mishap accounts to all members raises legal issues. See CAP NHQ comments.

The US Air Force has a monthly report called Blue 4 News where mishaps are discussed openly. However, these incidents are sanitized and password protected. Names, tail numbers, precise locations are edited to protect the individuals involved. Therefore, the mishap can be used as a mishap prevention tool to other Air Force members. These reports are kept secure by the unit safety officer and provided only upon request. If CAP provided a more detailed, yet sanitized mishap and investigation report for the membership and kept it secure, it would be an invaluable tool to the organization.

**ADVISOR / NATIONAL STAFF COMMENTS:**

(NLO) – No recommendation. As a matter of information, release of these reports beyond the current scope of distribution will not affect any privilege that might otherwise shield these reports from discovery in litigation, *provided* that none of the reports are the result of investigations undertaken pursuant to direction of counsel.

(NSE) – Non-Concur. Wing CCs have the capability of reading every Form 78/79 in their wing as they are the one delegated to sign the 79 and concurring or making changes to their wing Form 78/79 mishap reports. Why the CC had to “accidentally” find this information regarding his own wing, I don’t know as the Form 79 only gets to the NSE after it is signed by both the Wing and Region CC.

Senior Advisor for Support: Easy access to safety and accident information is always a good idea. The best method of doing so is in question. We suggest that the Board consider the appointment of a group of NHQ personnel and volunteers to investigate the creation of a simple database similar to the federal database managed by the NTSB to allow members at all levels to both search and access accident and incident data. The database search option will allow a commander or activity director to customize the search to areas of direct applicability to his or her activity. We believe that this task could be completed by the Winter NB.

**REGULATIONS AND FORMS AFFECTED:**

Form 78, *Safety Mishap Report*  
Form 79, *Safety Report of Investigation*

**NATIONAL BOARD ACTION**

***COL REEVES/IN MOVED and COL CARR/GLR seconded*** that the National Board refer this item to committee with guidance to make a sanitized summary of information contained on Form 78, Safety Mishap Report, and Form 79, Safety Report of Investigation, available to all CAP members.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Referral to committee with a report to the winter 2010 National Board meeting.

**ACTION: February 2010 National Board**

**Committee Report:**

**National Board Action:**

COL HERRIN/NLO reported that the National Legal Team is coordinating this item and a final recommendation will be made at the summer 2010 National Board meeting. The chair accepted the report.

FOLLOW-ON ACTION: Include in the September 2010 National Board Agenda.

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**ACTION**  
**September 2010 National Board Meeting**

COL HERRIN/NLO reported that the Safety Chief is preparing an information technology tool that should be available in January 2011, which will create a dash board for region and wing commanders that will provide all the needed information. The information will be denatured on the incident/accident reports so it can be shared with the members. It will be available to the commanders to share and not generally available to the membership. He added that it is not exactly what the agenda item was but hopes this action will satisfy the board members.

**ITEM CLOSED**

## **B. November 2009 National Executive Committee Meeting: Agenda Item 2**

### **Conduct of Members Using Social Media**

**GLR/CC – Col Carr**

#### **INFORMATION BACKGROUND:**

Social media is a broad term that describes increasingly popular software tools and techniques, primarily Internet based, that allows groups and individuals to engage in peer-to-peer conversations and to exchange content. Current examples of social media are YouTube™, flickr®, Facebook, MySpace™, Twitter™, and many others.

The primary demographic of social media is young adults, ages 18-34. However, use by other age groups is rapidly growing, including a reported 193% growth in users over the age of 55.

Statistics on social media use vary wildly, including projections that there are currently over 100 million active Facebook users daily, and that since its inception close to 5-billion “tweets” have been sent over Twitter™.

Social media outlets have had an enormous impact on global communications, most of it positive. Groups and sites have formed for every imaginable interest, not the least of which is the Civil Air Patrol. CAP has its own Facebook page with 4,753 fans. ([http://www.facebook.com/CAP.USAF.Aux?fb\\_noscript=1](http://www.facebook.com/CAP.USAF.Aux?fb_noscript=1)), as well as a presence on Twitter™ ([http://twitter.com/CAP\\_USAF\\_AUX](http://twitter.com/CAP_USAF_AUX)) with 883 followers. Twitter™ was even used for emergency response (Southern California Wildfires) when other methods of communications were unavailable or had failed.

Unfortunately, there is a dark side to social media use, just as there is with other Internet technologies.

**Inappropriate content** – As with any form of personal expression, the topics discussed and methods used are limited only by the user’s imagination. What may be innocent communication to one person may offend the next. This is certainly true of the Internet. People regularly post photographs displaying near or total nudity, public drunkenness and antics of questionable safety and legality. Most such posters would be profoundly embarrassed to disclose the same material to their parents, children, spiritual leader, or CAP commander.

Other, less obvious, offenses include public disagreements, which deteriorate into “flame wars” and become the textual equivalent of hazing. Another easily envisioned

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scenario is posting of text or photographs from Civil Air Patrol missions that are classified as FOUO or otherwise not for public dissemination.

**Malicious content** – The popularity of social media sites has not been lost on those who would use them for gain or crime. Virus, worms and other malicious program delivery via social media sites has been on the rise since its inception. It is estimated that up to 80% of all web sites are infected with some type of malware. Facebook has had 8 documented vulnerabilities in less than one year. The reason that malicious content works so well on social media sites is simple: There is an implicit trust of those on one's network or social circle, a willingness to share information, little or no identity and the ability to run arbitrary code (in case of user-created apps) with minimal review. This all adds up to users becoming an easy target for the bad guys and then unknowingly distributing the content to their contact lists.

**Illegal uses** – Notwithstanding the distribution of malicious software, social media can also be used for other illegal activities, the foremost of which is, predictably, the solicitation of minors. Pages and posts can be, and too often are, configured to deceive children and attract them to in-person meetings. Many social media outlets claim to have controls in place, but unfortunately, the techniques of those who abuse social media are always several steps ahead of such controls.

### Recommendation

It should not be CAP's intent to stunt use of social media. Rather, with the issues discussed in the preface to this proposed action in mind, CAP needs to tell its members what are CAP's expectations for social media use.

Civil Air Patrol members are expected to behave professionally at all times, not just while in uniform. This includes not only our appearance and speech, but in all ways we comport ourselves in public. Our use of social media should be no exception to these expectations.

Any CAP policy must distinguish guiding moral and ethical behavior from legal requirements. This is challenging. On the one hand are the behaviors guided by, for example, CAP Core Values, Ethics Policy and the bases for termination under CAPR 35-3. These standards provide the most concrete statements of CAP's commitments to member personal accountability insofar as they express CAP values, member fiduciary obligations, avoidance of conflict of interest, respect, fairness and openness, good faith, due care, and confidentiality. On the other hand, however, expressing these attributes, controlling actions that conflict with them and the legal constraints imposed by the United States Constitution and the Amendments to the Constitution (not to mention State constitutions) are in natural tension. Simply forbidding any speech that interferes with CAP Core Values, Ethics Policy, etc., is plainly unworkable.

A functional policy must be one that can be understood and followed by all members and that does not constrain a member's speech. This policy proposal attempts to meet those conflicting needs.

**PROPOSED NEC ACTION:**

That the National Executive Committee approve the following wording being added to CAPR 35-3, *Membership Termination*:

*Social Media.* CAP, its commanders, officers, and staff shall not constrain any communication by a member, whether senior or cadet, including without limitation use of the Internet. Provided, however:

- (1) CAP member generated material constituting “speech” shall not use either sexually explicit or suggestive language, profanity, photograph or graphic material of sexually explicit or suggestive or depictions of violence or mayhem;
- (2) CAP member generated material constituting “speech” shall not violate any CAP regulation or policy directive;
- (3) CAP member generated material constituting “speech” shall not link or redirect any person who may receive such material to any such proscribed material.

*Violation.* Violation of subparagraphs (1) through (3) may be deemed misconduct and may be subject to adverse membership action including membership termination. Before any adverse membership action is commenced for violation of this subpart of the regulation, it shall be reviewed by the Wing Commander, Wing Legal Officer, and CAP General Counsel. Any final adverse decision shall be reviewed by the National Commander or his or her designee.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

**Non-concur:** Due to considerations of First Amendment rights (Freedom of Speech), enforcement is very unlikely beyond making it clear that members participating in Social Networking Media in their individual capacity have no authority to speak for Civil Air Patrol.

In addition, Civil Air Patrol may properly enforce protection of non-authorized use of its logos, brands, and symbols in a Social Networking environment.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

Concur with National Staff comments.

**ADVISOR / NATIONAL STAFF COMMENTS:**

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**Senior Advisor - Support:** The entire Support Section agrees that social media has become a major factor in our lives with both a positive and negative side. The USAF

and DOD have been struggling with this issue for some time; however, members of the armed services are subject to the UCMJ which is not the case in CAP.

A review of the proposed Agenda Item indicates that there are several areas which may have substantial legal issues involved. For that reason we recommend that the NEC refer this to a committee comprised of both NHQ and volunteer staff (including the CAP General Council) to develop recommendations on this important issue and report back to the NEC at the spring 2010 Meeting.

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

CAPR 35-3, *Membership Termination*.

### **NEC ACTION:**

**COL CARR/GLR MOVED and COL MYRICK/PCR seconded** that the National Executive Committee approve sending this item to an appropriate committee for consideration and return to the appropriate body (no guidance provided by the maker of the motion).

### **THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to a committee to be created by the National Commander, with the following guidance: (1) Legal officer people who are aware of social media to review the internet policy; (2) Committee will be requested to send status interim reports at each of the next upcoming meetings until the final report. Include in the winter 2010 National Board agenda.

### **ACTION: February 2010 National Board**

**Committee Report:** The Social Media Committee is being formed with representation from all appropriated areas. The National Commander has approved the National Public Affairs Team Leader, Maj Al Pabon as Chairman. A formal report will be submitted to the 2010 summer National Board meeting.

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## **ACTION**

### **September 2010 National Board Meeting**

Written Report submitted: MEMORANDUM FOR CAP NATIONAL BOARD from Maj Al Pabon, Chair, Social Media Committee, dated 16 August 2010. Gen Courter noted that this work will continue and mentioned a November summit that will help with

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communications/public relations in general. Additional information will be provided when available.

## **C. February 2010 National Board Meeting: Governance Agenda Items**

At the February 2010 National Board Meeting, there were multiple agenda items concerning governance. It was the decision of the National Board to assign those items to the Civil Air Patrol Governance Committee chaired by Col Tim Verrett, CAP.

From that meeting, the following items were to be addressed by the Governance Committee. For complete details, see the February 2010 Minutes.

- 5a – Wing Commander Selection Process
- 5b – Region Commander Selection Process
- 5e – Core Competencies for CAP's Executive Leaders
- 5f – Amend Constitution of CAP regarding apportionment and removal of CAP Members-at-Large to the Board of Governors
- 5g – Commander's Action during Election for National Commander and or Vice Commander
- 5h – Clarification and Revision of Duties and Responsibilities of the National Executive Committee
- 5i – Selection of Region Commanders
- 8b – Organizational Missions – Elections
- 8c – Revisions & Update of CAPR 35-7: Removal of National Commander and National Vice Commander

Gen Courter stated that following the February 2010 meeting, the listed governance items were submitted to the Board of Governors and that report was delivered to the National Board on Friday, so that report has been received.

**A. Recognition of CAP WWII Veterans**

**COL KUDDER/NCR MOVED and COL CORTUM/RMR seconded** that the National Board accept the proposed agenda item and approve the development of a certificate of World War II service; the presentation of the CAP War time service award, which is a ribbon that has already been developed; allowing promotions not to exceed the grade of Lieutenant Colonel; and awards not to exceed the CAP Exceptional Service Award to either those members who served during this time that are still living or to their families, as has been done for the Sub-chasers

There was clarification that these are the same individuals who would be awarded the Congressional Medals that are pending, and that the same process as used for the five living Sub-chasers identified earlier would be used for the WWII Veterans

**THE MOTION CARRIED UNANIMOUSLY.**

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 35-3, Award of CAP Medals, Awards, and Certificates.

Gen Courter encouraged the commanders to contact their congressmen to seek support of the Senate bills and House resolutions earlier discussed for the Congressional Medals.

**B. Elimination of Multi-Year Dues**

**COL VEST/NFO MOVED and COL VAZQUEZ/MER seconded** that the National Board eliminate the option to renew dues for more than one year in order to correctly match income and expense in the same period for dues income.

There was clarification that the requested action is due to the headquarters change-over to the new Association Management's software which cannot handle multi-year dues; however, automatic renewals could be set up.

**THE MOTION CARRIED**

FOLLOW-ON ACTION: Implementation of policy, notification to the field and change to the appropriate CAP regulations.

## **C. Clarification of Training Regulation for the Wing At-Large Units**

**COL ROBINSON/AL MOVED and COL MOERSCH/FL seconded** that the National Board approve a change in policy to allow members assigned to at-large (XX000) units to be exempt from all minimum training requirements. Further that those members assigned to that unit will not be allowed to participate in any activities, including unit meetings, until required training has been completed and the member transferred back the local unit. (This would not include social events such as Christmas parties, etc.).

Following discussion on the possible impact of the proposed motion, the following amendment was made:

**COL ROBINSON/AL MOVED TO AMEND and COL PARRIS/CA seconded** the amendment to approve the creation of a 998 unit which, according to regulation and policy, is for only inactive members that are non-participating and are not required to complete training requirements.

**COL WINTERS/OH MOVED and COL JENSEN/SWR seconded** to refer to committee.

### **THE MOTION TO REFER TO COMMITTEE CARRIED**

FOLLOW-ON ACTION: Referral to committee, to include membership and IG.

## **D. Revision to CAPR 60-1, Orientation Flights**

**COL VAZQUEZ/MER MOVED and COL CARR/GLR seconded** that the National Board approve a policy that, to conform with the retraining requirements of CAP air crews, the National Operations staff revise CAPR 60-1 to require both AFROTC and CAP cadet orientation pilots complete the Orientation Pilot Course specific to their qualification initially and every 4 years thereafter.

### **THE MOTION CARRIED UNANIMOUSLY**

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

THE NATIONAL BOARD RECESSED AND WENT INTO CLOSED SESSION AT 1600, FRIDAY, 3 SEPTEMBER 2010.

THE NATIONAL BOARD ADJOURNED AT THE CLOSE OF THE BANQUET ON SATURDAY, 4 SEPTEMBER 2010

**ADMINISTRATIVE / ANNOUNCEMENTS:**

Update remarks and slide briefings were presented by Maj Gen Courter, National Commander; Mr. Rowland, Executive Director; and Col Ward, USAF, CAP-USAF Commander.

Distinguished members and guests were recognized including members of the head table; other members of the NEC; Chaplain, Brig Gen, David Schier, Deputy Chief of Chaplains, Air Force Chaplain's Corps; Board of Governors members Brig Gen Richard Anderson and Lt Col Ned Lee; CAP Life Members Col Glen Atwell, Mr. Jim Mallett, and Col Mary Fike; and Commander of CAP-USAF, Col Ward, USAF,

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

NER	Col Jack J. Ozer, NY Wing
MER	Col John M. Knowles, MD Wing
GLR	Col Leo J. Burke, MI Wing
	Col Clarence A. Peters, WI Wing
NCR	Col David E. Plum, NE Wing
	Col Dean F. Reiter, ND Wing
PCR	Col Charles R. Palmer, AK Wing
	Col David G. Lehman, WA Wing

Maj Gen Courter recognized the following named departing National Board members and expressed appreciation for their service:

GLR	Col Charles L. Carr, Commander
NER	Col Donald C. Davidson, NH Wing
NCR	Col John A. Mais, MO Wing
SWR	Col Robert B. Britton, AR Wing
RMR	Col Stanley A. Skrabut/WY Wing

Maj Gen Courter announced that through the CAP Foundation there was an anonymous donor who wanted to give a donation of \$5,000.00, with a specific request that it goes to the New Mexico Wing as a grant for their color guard. The letter from the donor and a check was presented to Col Himebrook, Commander, New Mexico Wing.

Maj Gen Courter thanked everyone for their great service to Civil Air Patrol and for their participation in the business of the National Board .and the members who do great committee work.