

NEC Minutes

**National Executive Committee
Meeting Minutes
3 - 4 November 2006**

Orlando FL

3 - 4 November 2006

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OPEN SESSION

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Civil Air Patrol
National Executive Committee
3 - 4 November 2006
Orlando FL

OPEN SESSION

CALL TO ORDER	Maj Gen Antonio J. Pineda, CAP
INVOCATION	Ch, Col Charles E. Sharp, CAP
PLEDGE OF ALLEGIANCE	Col Larry D. Kauffman, CAP
ROLL CALL	Mr. Don Rowland, HQ CAP/EX
NATIONAL COMMANDER REMARKS	Maj Gen Antonio J. Pineda, CAP
EXECUTIVE DIRECTOR REMARKS	Mr. Don Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS	Col Russell Hodgkins, USAF

NATIONAL EXECUTIVE COMMITTEE

Maj Gen Antonio J. Pineda, CAP	National Commander
Brig Gen Amy S. Courter, CAP	National Vice Commander
Col Russell Hodgkins, USAF	CAP-USAF Commander
Col Larry D. Kauffman, CAP	National Chief of Staff
Col Fredric K. Weiss, CAP	National Finance Officer
Col Andrew K. Worek, CAP	National Legal Officer
Col Rodney F. Moody, CAP	National Controller
Col Robert Diduch, CAP	Northeast Region Commander
Col Kathryn J. Walling, CAP	Middle East Region Commander
Col William W. Webb, CAP	Great Lakes Region Commander
Col Daniel J. Levitch, CAP	Southeast Region Commander
Col Steven W. Kuddes, CAP	North Central Region Commander
Col Thomas L. Todd, CAP	Southwest Region Commander
Col Russell E. Chazell, CAP	Rocky Mountain Region Commander
Col Ernest C. Pearson, CAP	Pacific Region Commander

Non-voting members:

Col James F. Linker, CAP	CAP Inspector General
Ch, Col Charles E. Sharp, CAP	Chief of Chaplain Services

CORPORATE TEAM

Mr. Don R. Rowland	Executive Director
Mr. Mark H. Richardson, III	Senior Director; Director, Plans & Programs
Mr. John A. Salvador	Director, Missions Directorate
Ms. Susan Easter	Chief Financial Officer
Mr. Johnny Dean	Director, Logistics & Mission Resources
Mr. Gordon Odell Jr.	General Counsel
Mr. Marc Huchette (interim)	Director, Program Development

AGENDA ITEM - 1

XP

Action

**SUBJECT: Approval of the May 2006 NEC Minutes
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

The minutes of the May 2006 National Executive Committee meeting were distributed in draft form. This allowed the National Board members a chance to review the minutes for any discrepancies.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve the May 2006 NEC minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

COL KAUFFMAN/CS MOVED and COL TODD/SWR seconded that the National Executive Committee vote to approve the May 2006 NEC minutes, with the following two corrections/clarifications in Agenda Item 10-6.

- (1) The customs and courtesies applicable when wearing the Air Force style uniform were intended to apply to CAP personnel regarding the new CAP corporate uniform, and
- (2) The tie used with the new CAP corporate uniform women's shirt was intended to be the same tie as utilized on the corresponding style Air Force shirt.

MOTION CARRIED WITH NO DISSENTING VOTES

AGENDA ITEM - 2

LG

Action

**SUBJECT: Ratification of Regulations
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

Constitution Article XX, effective 27 Feb 01, requires that, in the normal course of events, regulations shall be adopted and maintained by the National Commander and shall be ratified by a majority vote of the National Board.

The following regulations are ready for ratification:

<u>Number</u>	<u>Title</u>
CAPR 60-5	<i>Critical Incident Stress Management</i>
CAPR 100-3	<i>Radiotelephone Procedures</i>

PROPOSED NEC ACTION:

That the National Executive Committee vote to ratify the proposed regulations.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

All of the above.

NEC ACTION:

CAPR 60-5, *Critical Incident Stress Management*

COL TODD/SWR MOVED and BRIG GEN COURTER/CV seconded that the National Executive Committee vote to ratify CAPR 60-5, *Critical Incident Stress Management*, as proposed.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Publication of CAPR 60-5.

CAPR 100-3, *Radiotelephone Procedures*

COL KAUFFMAN/CS MOVED and COL WEBB/GLR seconded that the National Executive Committee vote to ratify CAPR 100-3, *Radiotelephone Procedures*, as proposed.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Publication of CAPR 100-3.

**SUBJECT: Streamlining the CAP Regulation Update Process
CAP-USAF/CC - Col Hodgkins**

INFORMATION BACKGROUND:

The process to update CAP Regulations requires streamlining. Currently, the process requires the National Board pass all regulation changes by a majority vote, creating a situation where a body of 67 people must agree on an often complex issue in a very limited amount of time. More often than not, the proposed regulation change is either highly modified through various amendments, or tabled to the next board meeting. This situation creates three primary problems:

1. **Rank and file CAP Members must execute missions with little or no guidance.** Insufficient regulatory guidance puts CAP members at risk, as they must accomplish their tasks without adequate instructions. To fill in the gap, CAP publishes numerous policy letters to give members the tools they need to perform their duties. This creates *more*, not less, administrative burden for members. For example, joint CAP/CAP-USAF Compliance Inspections Teams report that there are systemic problems discovered on Compliance Inspections (CI) due to the confusion resulting from too many policy letters in the field. The CI teams and the IG hear constant complaints from members over this issue. Using policy letters instead of updating regulations increases the chances a member may miss a piece of critical information and be misinformed on the latest guidance.
2. **CAP has yet to respond to past inspection and audit findings.** For example, the 2002 Air Force Inspection Agency (AFIA) Special Review noted "Policy proposals and changes to existing policy were mired down in a cumbersome and inefficient ratification process. While attending the March 2002 NB meeting, the team witnessed the ratification process. The NB openly debated proposed guidance, recommended changes, and voted to implement or reject regulations or changes. Consensus on changes was difficult to obtain with over 60 people allowed to express their various opinions. Of the 11 regulations on the agenda, six were tabled [until the next NB], one was tabled until the next NEC meeting, one was not addressed, and only three were ratified." The report recommended CAP "develop and implement a streamlined process for the ratification and implementation of policy and guidance."
3. **The paid NHQ staff is not used properly.** CAP expends a significant percentage of their Air Force appropriation to maintain a competent corporate staff. One of the key roles of the corporate staff is to fully staff and coordinate CAP regulations with the Air Force and other federal agencies. This investment of staff time and effort, often equating to thousands of dollars of federal appropriated funds, can be negated if changes to regulations are made at the last minute without adequate staffing.

What then is the appropriate role for the National Board? A more appropriate role of the National Board is a policy making body. The National Board, representing all wings

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of CAP, is well positioned to take the strategic guidance from the Board of Governors and form the policies that CAP will use to execute the mission. The actual regulation writing will be delegated to the NHQ staff (in coordination with CAP-USAF staff). To draw a parallel to the Air Force, senior Air Force generals do not write Air Force Instructions. They give guidance to their staff, and staff officers draft, coordinate, and publish Air Force Instructions.

The National Board attempted to address this issue at the Reno board, but following a lengthy debate, was unable to reach a conclusion and somewhat unsurprisingly tabled the issue to the next NEC meeting.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve a motion to request the CAP Board of Governors amend the CAP Constitution and Bylaws. Specifically, the NEC will request Article XX of the Constitution be changed from:

1. To further the orderly administration of the activities, business and affairs of the Corporation, the National Commander shall adopt and maintain regulations which shall be applicable to all members of Civil Air Patrol.
2. Except as provided in Article X paragraph 2.c., and paragraph 3 and 4 of this article, all regulations promulgated by the National Commander shall be ratified by a majority vote of the National Board.

To read:

1. To further the orderly administration of the activities, business and affairs of the Corporation, the National Commander shall establish ~~adopt~~ and maintain regulations which shall be applicable to all members of Civil Air Patrol. These regulations will be based on policies established by the Board of Governors or National Board.
2. Except as provided in Article X paragraph 2.c., and paragraph 3 and 4 of this article, all policies ~~regulations promulgated by the National Commander~~ shall be ratified by a majority vote of the National Board.

Additionally, Section 10, paragraph 10.1.g. of the Bylaws will be changed from:

- g. Adopt and maintain regulations in accordance with Article XX of the Constitution.

To read:

- g. Establish ~~Adopt~~ and maintain regulations in accordance with Article XX of the Constitution.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

The Constitution and Bylaws Committee voted to recommend the approval of Agenda Item 3 to the National Executive Committee to the extent that the Agenda item changes Article XX paragraph 1 and 2 of the Constitution. This is with the further understanding that the proposed change to Section 10.1.g is being withdrawn from Agenda item 3.

REGULATIONS AND FORMS AFFECTED:

Constitution and Bylaws; CAPR 5-1, *Ratification*; CAPR 5-4, *Publications and Blank Forms Management*.

NEC ACTION:

COL KAUFFMAN/CS MOVED and COL WEBB/GLR seconded the PROPOSED NEC ACTION.

COL WALLING/MER MOVED TO AMEND and BRIG GEN COURTER/CV seconded the amendment to delete the recommended change to Section 10, paragraph 10.1.g. of the Bylaws (all words following the word "Additionally," in the proposal.)

MOTION TO AMEND CARRIED WITH NO DISSENTING VOTES

AMENDED MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Inclusion of NEC recommended change to Article XX of the Constitution in the Dec 06 BoG agenda.

AGENDA ITEM - 4

SE

Action

**SUBJECT: Application of the "Safety Privilege" to CAP Flight Operations
CAP-USAF/CC - Col Hodgkins**

INFORMATION BACKGROUND:

In the Air Force, as in CAP, the primary reason for mishap investigation is to prevent further mishaps. To this end, Air Force members are taught since their initial entry into the Air Force that they must be totally honest and forthright during any mishap investigation. They can be open with investigators because both law and policy prohibit the Air Force from ever using any information derived from a mishap investigation for any form of punishment or adverse administrative action. This concept is known as the "Safety Privilege." The result is that Air Force mishap investigations are conducted in an atmosphere where people feel free to admit mistakes they may have made that contributed to the mishap.

Conversely, CAP members do not enjoy such a privilege. Some CAP mishap investigation policies are used to establish negligence, which may then be used to assess monetary fines against the member. Because there is no foundation of prohibition from punishment in a mishap investigation, CAP mishap investigations are hampered from obtaining the truth. For example, a review of recent CAP mishap reports indicates reluctance for the investigators to conclude that operator factors contributed to the mishap.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve:

1. Tasking the National Safety Officer, in coordination with the National Legal Officer, CAP-USAF Safety Officer, and NHQ staff, to investigate the policy and legal changes required to introduce the concept of the Air Force "Safety Privilege" into CAP. This investigation should determine if these changes can be made within existing CAP policy and legal framework, or if changes to the U.S. Code are required.
2. Tasking the National Safety Officer to report on the results of this investigation and an implementation plan to the CAP Winter 2007 National Board.

ESTIMATED FUNDING IMPACT:

Cost of the investigation.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Defer to the National Operations Committee and National Safety Officer.

COMMITTEE RECOMMENDATION:

Under review by the National Operations Committee and National Safety Officer.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

**COL WEISS/NFO MOVED and COL KAUFFMAN/CS seconded the PROPOSED
NEC ACTION**

MOTION CARRIED

FOLLOW-ON ACTION: Tasking to the National Safety Officer, in coordination with the National Legal Officer, CAP-USAF Safety Officer, and NHQ staff, and inclusion of report in the winter 2007 National Board agenda.

AGENDA ITEM - 5

MD

Action

**SUBJECT: Restrictions on Unqualified Check Pilots Flying CAP Aircraft
CAP-USAF/CC - Col Hodgkins**

INFORMATION BACKGROUND:

A recent serious CAP aircraft mishap highlighted a potential loophole in CAP regulations that allows unqualified pilots to fly CAP aircraft during critical phases of flight. Currently, CAPR 60-1 allows unqualified pilots to serve as check pilots providing they were previously qualified in the aircraft and do not act as the pilot-in-command (PIC). Clearly, the intent of allowing unqualified pilots to serve as check pilots is for these pilots to observe and grade how well the PIC flies the aircraft, rather than actively fly the aircraft. However, since there is no restriction on what maneuvers an unqualified pilot may perform, it appears that some unqualified pilots are extensively flying CAP aircraft during critical phases of flight. In situations where the PIC is not a CFI, the unqualified check pilot may fly the aircraft into an unsafe situation, and the PIC may not have the training and skills required to prevent a mishap.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve adding the following paragraph to section 2-19 of CAPR 60-1:

d. Critical Phases of Flight Restrictions. Except during flight instruction, unqualified pilots (including Check Pilots as defined in para 3-2.e.) will not fly CAP aircraft during critical phases of flight. For the purpose of this paragraph, a critical phase of flight is takeoffs and landings, VFR traffic patterns, instrument approaches, stalls, steep turns, and flight at 1000 ft AGL and below.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

The National Operations Committee has no objections.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-1, *CAP Flight Management*.

NEC ACTION:

COL KAUFFMAN/CS MOVED and COL TODD/SWR seconded the PROPOSED NEC ACTION.

MOTION CARRIED

FOLLOW-ON ACTION: Implementation of change, notification to the field, and publication of change to CAPR 60-1, Section 2-19 (add paragraph d. Critical Phases of Flight Restrictions).

AGENDA ITEM - 6

MD

Action

**SUBJECT: High Performance and Complex Aircraft Pilot Qualification
Requirements
RMR/CC – Col Chazell**

INFORMATION BACKGROUND:

CAPR 60-1 (10 June 2004), paragraph 3-3(a)(3) requires that, in order to be designated a CAP pilot in a high-performance aircraft, the pilot must “have a minimum of 100 total hours PIC time, of which at least 10 hours PIC time and 25 take offs and landings must be in high-performance aircraft.” CAPR 60-1 (10 June 2004), paragraph 3-3(a)(4) requires that, in order to be designated a CAP pilot in complex aircraft, the pilot must “have a minimum of 100 total hours PIC time, of which at least 10 hours PIC time and 25 take offs and landing must be in complex aircraft.”

This requirement is problematic for several reasons:

1) The National Board voted in August 2006 to allow primary flight instruction for cadets in high-performance (i.e., Cessna 182) aircraft. The rationale was that, with no pre-existing flight experience, a cadet can learn to fly a C-182 as easily as any other aircraft. This action is at odds with the 60-1 language cited above because now a cadet can presumably obtain a private pilot license in a CAP high performance aircraft, but once that rating is earned, cannot use the aircraft to complete a Form 5 check ride which then allows the pilot to use the aircraft to maintain proficiency and currency. The pilot would need to have acquired 100 total hours PIC time before the CAP aircraft is available for that purpose.

2) In as much as CAP has determined that C-172 aircraft will no longer be purchased (which was the primary driver to allow cadet flight instruction in C-182 aircraft) it will become more difficult to recruit, retain, and train low-time pilots since, given the current requirements, these low-time pilots cannot use CAP corporate aircraft to complete a Form 5 check ride thereby allowing them to use the aircraft to maintain currency and proficiency. Certainly, training low-time pilots to CAP flight standards is desirable since CAP-acceptable habits may be more easily inculcated earlier in a pilot’s experience base.

The current requirement should be changed for these reasons:

1) Keeping low-time pilots, whether they are cadets or officer members, in the cockpit regularly after they receive their private pilot license will improve their overall proficiency and will enhance CAP’s ability to train and develop a new pool of pilots well-versed in CAP policies and procedures to serve as future mission pilots.

2) Recruiting and retention will be improved amongst pilots because they will have access to high-quality aircraft that can be used to maintain proficiency and currency. These aircraft can generally be flown at a lower out-of-pocket expense to the pilot than would be the case if comparable aircraft were rented commercially.

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- 3) A larger pool of pilots using these aircraft to maintain proficiency and currency will raise the average number of hours per airframe and improve CAP's fleet justification arguments.
- 4) CAP safety and accident statistics clearly show that few, if any, accidents over the past several years have been the result of pilot inexperience.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve the language of CAPR 60-1 to be changed as follows:

- 1) CAPR 60-1, paragraph 3-3(a) (3) be changed to read that, in order for a cadet or officer member of CAP to be designated as a CAP pilot in high-performance aircraft, that pilot must have *"a minimum of 10 hours total PIC time, 25 take offs and landings in a high-performance aircraft, and meet all FAA requirements to act as PIC of a high performance aircraft."* All other requirements found elsewhere in 60-1 would remain unaffected.
- 2) CAPR 60-1, paragraph 3-3(a) (4) be changed to read that, in order for a cadet or officer member of CAP to be designated as a CAP pilot in complex aircraft, that pilot must have *"a minimum of 50 hours total PIC time, 25 take offs and landing in a complex aircraft, and meet all FAA requirements to act as PIC of a complex aircraft."* All other requirements found elsewhere in 60-1 would remain unaffected.

ESTIMATED FUNDING IMPACT:

Minimal, but requires MIMS software update.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Defer to the National Operations Committee.

CAP-USAF HEADQUARTERS' COMMENTS:

Defer to the National Operations Committee.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-1, *CAP Flight Management*.

NEC ACTION:

COL TODD/SWR MOVED and COL PEARSON/PCR seconded the PROPOSED NEC ACTION

COL WEISS/NFO MOVED that this item be referred back to the Operations Committee for further study and development of a policy recommendation.

THE MOTION DIED FOR LACK OF A SECOND

COL WEBB/GLR MOVED and COL LEVITCH/SER seconded that the vote on this agenda item be postponed until after lunch to allow off-line discussions and possible refinement of the recommended action.

MOTION CARRIED WITH NO DISSENTING VOTES

AFTER LUNCH, COL SKIBA, Chairman, National Operations Committee, made the following substitute recommended change to CAPR 60-1:

In order for a CAP Pilot to fly High Performance, fixed gear aircraft as PIC the following requirements must be met:

1. Minimum of 100 hours flight experience as a pilot.
2. Successfully complete CAP transition flight training program which will consist of:
 - a. A minimum of 25 takeoffs and landings which must include 10 takeoffs and landings in a crosswind of 5 kts or greater,
 - b. Five actual zero degree flap landings
 - c. A minimum of 5 short field/soft fields takeoffs and landings
 - d. A minimum of 5 simulated engine failures to a full stop landing at an airport runway
3. A satisfactory completion of a CAPF 5 proficiency check administered by a CAP check pilot who has not conducted the transition training.
4. The pilot must meet all FAA pilot requirements and have a pilot log book endorsement for PIC privileges as PIC for high performance aircraft.

In order for a CAP cadet to fly high performance, fixed gear aircraft in CAP, the cadet must meet the following requirements:

1. Meet all FAA requirements for student flight instruction in a high performance aircraft.
2. Cadet student pilots who have not received flight training in a high performance aircraft in a CAP structured training program must complete the transition training specified above and meet all the requirements in CAPR 60-1, 3-2, para b, (CAP solo Pilot).

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The requirements to fly a complex aircraft in CAP shall remain unchanged from the specifications of CAPR 60-1, para 3-3 a. 4.

COL KAUFFMAN/CS MOVED TO AMEND and COL WEISS/NFO seconded the amendment that the NEC vote to approve the National Operations Committee recommended changes to CAPR 60-1, as presented.

MOTION TO AMEND CARRIED WITH NO DISSENTING VOTES

AMENDED MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Implementation of change, notification to the field, and make approved changes to CAPR 60-1.

AGENDA ITEM - 7

IG

Action

**SUBJECT: Waiver Authority of Subordinate Unit Inspection (SUI) Program
Requirements
RMR/CC – Col Chazell**

INFORMATION BACKGROUND:

CAPR 123-3 (21 Aug 2004) allows for a waiver of the SUI program frequency “to exceed the 27-month maximum without restrictions ” Currently, these waivers must be “approved by the CAP/IG and the CAP-USAF/IG.” Inspectors General do not possess command authority. Further, IGs are proscribed from holding command positions in addition to IG positions.

Additionally, CAPR 123-3 states that “this is a commander’s program. Commanders at each level, with the support of their Inspectors General, are ultimately responsible for the success of this program.”

Commanders, when they are appointed, accept the responsibility for the success of the CAP program in their units, Wings, and Regions. Commanders are best suited to determine whether a waiver to the SUI frequency requirement should be granted with appropriate consultation with their Inspector General.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve a change to the Subordinate Unit Inspection program changing the approval authority to grant waivers to the required SUI frequency from “the CAP/IG and the CAP-USAF/IG” to the “CAP Region Commander and the CAP-USAF Liaison Region Commander.”

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

No comment.

CAP INSPECTOR GENERAL’S COMMENTS:

The CAP/IG does not concur with this proposal. There is a potential for placing a region commander in a position of perceived conflict of interest should a wing in his/her region need a waiver. Although the CAP/IG does not have command authority, he is an Officer of the Corporation responsible for the assessment program. The CAP IG program is a “commander’s program” at every level. IGs are trained to work with their commanders. The recently issued waiver extending the 27-month suspense date is an example of this. The wings/units needing the waiver were identified, a waiver plan was defined, and a waiver was issued with all appropriate command involvement and approval of both the CAP and CAP-USAF Commanders.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur with CAP/IG comments.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

CAPR 123-3, *Civil Air Patrol Compliance Inspection Program.*

NEC ACTION:

COL CHAZELL/RMR MOVED and LEVITCH/SER seconded the PROPOSED NEC ACTION

MOTION DID NOT PASS

During discussion, there was an expression of concern that wings would be dealing directly with National Headquarters without any input from region level. The National Commander stated that no future waivers would be issued without the approval of the concerned region commander.

AGENDA ITEM - 8

IG

Action

**SUBJECT: Frequency of Subordinate Unit Inspections
RMR/CC – Col Chazell**

INFORMATION BACKGROUND:

CAPR 123-3 (21 Aug 2004) requires that Subordinate Unit Inspections (Groups, Squadrons, and Flights) be conducted “on an approximate 24-month cycle with the purpose of improving both safety and regulatory compliance. Any excess interval between SUIs beyond 24 months will be subtracted in computing the next SUI due date. Any unit that exceeds 27 months without a completed SUI will be prohibited from participating in any CAP activities until an SUI is completed.” Additionally, this same regulation requires that Compliance Inspections on Wings be conducted “approximately every 48 months.”

Under the current regulatory scheme, subordinate units are inspected approximately twice in the time between Wing Compliance Inspections. Many Wings cover a large land area with units being, in some cases, hundreds of miles away from the Wing Headquarters. Additionally, in most cases funding is scarce and the ability of inspection team members to pay for overnight lodging and transportation costs is difficult. In many cases, the Wing has inadequate funding to cover these costs as well.

Given the comprehensive nature of the SUI checklist, I believe that a 24 month inspection cycle is too often and imposes an unnecessary burden on the units, the Wing, and the team members.

Additionally, CAPR 123-3 provides a mechanism for unit self-assessments that “when conducted properly, provide feedback to the commander highlighting areas that require further emphasis. A copy of the self-assessment report should be provided up one level of command so results may be used internally to enhance mission accomplishment.”

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve a change to the Subordinate Unit Inspection program changing the required frequency of those inspections to “approximately 48 months” in order to allow the SUI program to more closely match the Wing CI program. Additionally, that the NEC require each unit to provide a self-assessment report to the next level of command approximately 24, but not more than 27, months after the last SUI was conducted. Lastly, that the NEC approve the submission of a unit self-assessment to the Wing Commander no later than 30 November 2006 in lieu of a formal SUI as required by the current version of CAP 123-3.

ESTIMATED FUNDING IMPACT:

This action will reduce the financial burden on the units, the team members, and the wing since there will be 50% less SUI visits to the units.

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CAP NATIONAL HEADQUARTERS' COMMENTS:

No comment.

CAP INSPECTOR GENERAL'S COMMENTS:

The CAP/IG does not concur with increasing the time period between SUIs. The Statement of Work calls for CAP to operate an inspection system for CAP units below the CAP wing level similar to the Air Force program. The Air Force currently inspects each unit biennially with a mandatory self-inspection in the intervening years. The CAP/IG believes the current SUI frequency is effective based on the fact that 60% of CAP's wings have successfully met the current program requirements and an additional 12% are over 50% complete. In the event the NEC wishes to extend the SUI frequency to 48 months, the CAP/IG suggests the following:

- a. The 48 month SUI cycle will have a maximum of 51 months without a waiver or the unit will have to cease all CAP activities.
- b. The intervening, mandatory self-assessment must be submitted to the Wing HQ, answers to discrepancies will be submitted to the Wing HQ and, the self-assessment report be maintained on file at Wing HQ for review during higher headquarters assessments.
- c. The wings electing to continue conducting SUIs biennially or even annually may do so, and for those wings, the intervening self-assessment would not be required.

The CAP/IG opposes the concept of unit self-assessments in lieu of a formal SUI to be completed no later than 30 November 2006, as an alternative way to meet the 27 month maximum interval. SUIs have been required by the SOW since October 2001. The 24 month frequency was established by the CAPR 123-3 published in August 2002. Assuming the self-assessment in lieu of an SUI would mean an SUI would be due in the following 24 months, the units in question will have gone 72 months (6 years) without an evaluation of whether they are meeting CAP program requirements. The CAP/IG believes this is not in the best interest of CAP or its members. The recently issued one-year waiver provides a practical means for attaining the original intent of the program.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur with CAP/IG comments.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

CAPR 123-3, *Civil Air Patrol Compliance Inspection Program.*

NEC ACTION:

COL LEVITCH/SER MOVED and COL TODD/SWR seconded the PROPOSED NEC ACTION

COL LEVITCH/SER MOVED TO AMEND and COL WEISS/NFO seconded the amendment to require that units perform a no less than once a year SUI, using the checklist, and forward results to wing headquarters and that the actual inspection of the unit would be performed no later than every 3 years.

RESTATED MOTION: Require each subordinate unit to, once a year, submit their inspection results to the wing commander. Within a 3-year period of time each unit must have a SUI inspection done by the wing. Clarification: In any 3 year period before a wing has their Compliance Inspection, they will have accomplished an inspection of all wing subordinate units. With concurrence of the IG, 24 months will be changed to 36.

MOTION TO AMEND CARRIED WITH NO DISSENTING VOTES

AMENDED MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Implementation of change, notification to the field, and change CAPR 123-3, Civil Air Patrol Compliance Inspection Program.

AGENDA ITEM - 9

MD

Action

**SUBJECT: National Conference on Aviation and Space Education
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

Although the National Conference on Aviation and Space Education (NCASE) has been a resounding success with all the teachers and CAP members who have been able to attend over the years, there are many more demands on teachers' time and finances now and it is becoming increasingly more difficult to get enough attendees to offset the significant workload and financial obligation associated with putting on the conference.

The goals of NCASE would be best served by transferring the name and responsibility from CAP to the National Coalition for Aviation Education (NCAE). NCAE is a partnership of national AE organizations, including CAP. This organization is willing to become the new host for NCASE.

CAP will continue to participate in NCASE through its membership in NCAE.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve the EX to sign the draft NCASE agreement between CAP and NCAE. (A copy of the final agreement will be provided at the NEC meeting.)

ESTIMATED FUNDING IMPACT:

As with many conferences, the registration fees don't cover 100% of the expenses. The 2006 NCASE was subsidized by corporate sponsors, drastically reducing CAP's financial burden. However, such sponsorships are never guaranteed. As a result, transferring the leadership role to NCAE will reduce the financial burden for CAP.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

Concur (AE Advisor, Col Mike Murrell).

REGULATIONS AND FORMS AFFECTED:

No significant changes expected. The AE series of publications will still promote the value of NCASE to America's teachers and our members.

NEC ACTION:

COL KAUFFMAN/CS MOVED and COL PEARSON/PCR seconded that the National Executive Committee vote to approve the EX to sign the NCASE AGREEMENT between CAP and NCAE, as proposed, with the following change to the last line of paragraph 2. Add the words "content and" between the words "session" and "presenters."

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: EX sign NCASE AGREEMENT, as changed.

**SUBJECT: CAP School Program
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

Civil Air Patrol began reaching into America's schools about 12 years ago. Today, about 9% of our current cadets are part of our school program and these numbers will continue to rise. As a result, we have developed a comprehensive plan to sustain this rapidly maturing program.

As part of this growth, we have identified that CAP's School Program (SP) needs to become more inclusive to also reach home, private and charter schools. We have also identified the need to go beyond establishing squadrons in schools to directly reach groups of students with our educational materials.

The CAP School Program includes:

Teachers – By moving the AEMs under the SP umbrella we can target more teachers to become involved in CAP's efforts

Students – By establishing student clusters of all ages using our educational materials we can promote CAP to these future recruits

Squadrons in schools – By increasing the number of "800" (school program) charters, we are able to reach into many school systems with a complete cadet program and increase our membership numbers quickly

Policies – We will need to identify and establish appropriate policies to enable this expanded program to succeed; we would also need to revise relevant regulations and pamphlets accordingly

Curricula – CAP produced a great curricula series about eight years ago that helps America's teachers through our materials and program; we will need to revise these materials towards our current approaches.

PROPOSED NEC ACTION:

That the National Executive Committee vote to endorse the concepts presented in the above paragraphs and also authorize a School Program Summit (funded at approximately \$4,000) that will help CAP leadership determine the policies necessary to make the school program successful.

ESTIMATED FUNDING IMPACT:

Some increased costs in publishing curricula, advertising and promoting this program are expected, but it is too early to forecast the impact. The CAP School Program is a great opportunity for our aerospace industry partners, who are concerned about exciting today's youth about aerospace careers, to financially contribute towards this endeavor.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Decision Pending. Although CAP-USAF supports this concept, this agenda item is unclear as to the source of the funds intended to use in this program. *If* appropriated funds are utilized, per AFI 10-2701, para 3.6.2.1, travel expenses and allowances could be reimbursed *if carrying out programs and missions specifically assigned by the Air Force* not to exceed limits set in the JFTR. Also, per AFI 10-2701, para 3.6.3.2, the Air Force may also provide funds to CAP to conduct conferences and workshops in the fields of aviation and general science *if such expenditures further the fulfillment of Air Force missions and objectives*. This decision authority is AU/CC.

COMMITTEE RECOMMENDATION:

This agenda item is endorsed by the School Program Advisor, Col Mikelson.

REGULATIONS AND FORMS AFFECTED:

As policies are created, their affected publications would need to be updated. We anticipate publications touching AE, CP, PD, and DP would be targeted.

NEC ACTION:

COL KAUFFMAN/CS MOVED and COL MOODY/NATCON seconded that the National Executive Committee vote to endorse the concept of a CAP School Program, as presented in the agenda.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Development of the concepts presented.

COL KAUFFMAN MOVED and COL MOODY/NATCON seconded that the National Executive Committee vote to authorize a School Program Summit that will help CAP leadership determine the policies necessary to make the school program successful, and allocate approximately \$4,000 of corporate funds to the summit.

MOTION CARRIED WITH NO DISSENTING VOTES

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FOLLOW-UP ACTION: (1) FM to identify funding of a School Program Summit, and (2) Inclusion in a future meeting agenda to recommend policies for the implementation of a school program.

AGENDA ITEM - 11

MD

Action

**SUBJECT: Required Web Mission Information Reporting System (WMIRS) Usage
CAP/NFO – Col Weiss**

INFORMATION BACKGROUND:

The Web Mission Information Reporting System (WMIRS) has satisfied many AF requirements for mission approval and reporting but there is much more that needs to be done to avoid some of the major expenditure tracking problems that CAP has recently encountered.

WMIRS is currently capable of tracking the funds expended for all missions, but because only some WMIRS data entry have been required on missions up to this point, it is not possible to get accurate near-real time accounting of mission expenditures. We found at fiscal year end that although wings were given budgets for training and orientation flights, several went thousands of dollars into the red even though flying was stopped earlier than expected. Others significantly under spent their budgets. In many cases the wings truly had no idea how much money they had actually spent. The following suggestions will fix those problems:

1. By 1 January 2007, require that ALL missions, Air Force and Corporate, be requested and approved in WMIRS, and all sortie data including actual costs be entered into WMIRS within 72 hours of completing a sortie unless the customer requires a shorter turnaround; For example, during hurricane operations 1st AF requires data input within 24 hours or less. Data feeds and imports from other systems are allowable, but must provide the data in the format required by NHQ, and any imported data will be required to go through the same process within WMIRS for validation and approval. WMIRS Data is exportable to field systems to allow for offsite mission processing. This will also eliminate the need for separate CAPF 18 reporting as flying hour reporting will be done in near real-time in WMIRS. WMIRS will also be used to generate other mission documentation like SITREPs and the CAPF 122 which have required some double-entry in the past because sortie data was not always available.
2. By 1 January 2007, require that ALL original CAPF 108s and modifications/corrections be completed in WMIRS for missions reimbursed by national headquarters, and preferably for ALL missions so that CAP has a consistent mechanism for member reporting. This will also give our auditors ready access to mission data at a distance for all reimbursable operations. Data feeds and imports will not be possible at this stage as it is impossible to consistently audit the systems if data is imported after the validation and approval process for the mission. Data reported in WMIRS will be exportable to allow wings to import it into other systems needed to bill local customers and members when necessary.

PROPOSED NEC ACTION:

The National Executive Committee vote to approve the two suggested actions outlined in the above paragraphs.

ESTIMATED FUNDING IMPACT:

This is expected to be of minimal cost to implement, but could save the corporation thousands of dollars that have unfortunately had to be returned to the Air Force every year because CAP wings were not able to accurately track their budgets.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

Concur.

REGULATIONS AND FORMS AFFECTED:

No significant changes are expected. Minor changes will be required to CAPR 173-3, CAPF 108, and Emergency Services curriculum.

NEC ACTION:

COL TODD/SWR MOVED and COL DIDUCH/NER seconded the PROPOSED NEC ACTION

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Implementation of changes, notification to the field, and make change to CAPR 173-3, CAPF 108, and Emergency Services curriculum.

AGENDA ITEM - 12

FM

Action

**SUBJECT: Wing Director of Finance of the Year Award
CAP/NFO – Col Weiss**

INFORMATION BACKGROUND:

This annual award presented at the summer National Conference recognizes the wing director of finance who has contributed the most to the financial management program during the previous twelve months. The wing commander's letter of nomination should include the length of service as a wing director of finance and the member's specialty track accomplishments. In addition, the letter of nomination should include narrative detailing innovative procedures, superior initiative and exemplary contributions that distinguish the member as an outstanding financial manager. Other information that will be considered is Financial Assessment Matrix ratings, Wing Financial Analyst reports and timeliness of year-end reports.

Each wing commander will submit their nomination to their region commander by 15 February. Region commanders will select the best wing nomination and forward it to National Headquarters/FM by March 15. The National Commander or his/her designee makes the final decision.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve establishing a Wing Director of Finance of the Year Award.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

The National Finance Committee concurs with the proposal.

REGULATIONS AND FORMS AFFECTED:

NEC ACTION:

COL WEISS/NFO MOVED and COL MOODY/CON seconded the PROPOSED NEC ACTION

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Staff implementation, notification to the field, and change to appropriate regulation.

AGENDA ITEM - 13

FM

Action

**SUBJECT: Revisions to CAPR 173-1 and 173-2 to Enable Wing Banker Solution
CAP/NFO – Col Weiss**

INFORMATION BACKGROUND:

The NEC has mandated the adoption of the Wing Banker Solution as the financial process for Civil Air Patrol to adopt as a means to achieving an unqualified audit opinion. This process has been in place for one year in Virginia Wing and has been reviewed by the external auditors.

Current guidance within CAPR 173-1 and CAPR 173-2 does not address the Wing Banker Solution.

Detailed, hands on accounting guidance has been developed and provided to the initial Wings adopting the new procedure.

PROPOSED NEC ACTION:

That the National Executive Committee vote to amend CAPR 173-1 and 173-2 as outlined above. (The FM summit meets 16-21 Oct and will develop the proposed changes.)

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur with this recommendation.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

The National Finance Committee concurs with the proposal.

REGULATIONS AND FORMS AFFECTED:

CAPR 173-1, *Financial Procedures and Accounting Report for Units Below Wing Level*
CAPR 173-2, *Financial Procedures for CAP Regions and Wings*

NEC ACTION:

**COL WEISS/NLO MOVED and COL MOODY/NATCON seconded the PROPOSED
NEC ACTION**

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Make approved emergency changes to CAPR 173-1, *Financial Procedures and Accounting Report for Units Below Wing Level*, and CAPR 173-2, *Financial Procedures or CAP Regions and Wings*.

AGENDA ITEM - 14

LG

Action

**SUBJECT: Revise Property Accountability Standards for Computers, Cameras,
and Communication Devices
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

The current version of CAPR 67-1, *Civil Air Patrol Property Management*, places disposal instructions on several categories of non-expendable property that exceed the requirements of the DoD Grants and Agreements Regulations (DoDGARs). This often results in CAP having to turn in worn out and unserviceable property items to Defense Reutilization Marketing Offices (DRMO) that could be disposed of locally without undue delay. While the DoDGARs only requires grantor approval for disposal of equipment items which cost more than \$5,000 and have a durable life of more than one year, our policy cedes all disposal decision-making authority to the Air Force, even for items whose acquisition cost is less than \$5,000. (DoDGARs and the applicable OMB Circulars refer to property whose acquisition cost is less than \$5,000 as “supplies.”) The DoDGARs gives explicit instructions for the disposal of “unused supplies” but provides no guidance on the subject of “used” supplies such as technologically obsolete computers or communications gear. In the absence of applicable directives CAP should exercise its own authority to dispose of these items.

The current policy was created by the May 2000 NEC which adopted the National Finance Committee’s 18 May 2000 recommendation that CAP units be required to “account for all computers and communications equipment for their useful life and all other equipment having a fair market value of \$2,000 or more and a useful life greater than one year.” This policy decision is implemented in Table 2-1 of the current version of CAPR 67-1, *Civil Air Patrol Property Regulation*.

PROPOSED NEC ACTION:

That the National Executive Committee vote to approve an amendment to CAPR 67-1, Table 2-1 that will indicate that NHQ/LG is responsible for disposal decisions for all non-expendable property including computers, communications equipment, cameras, and life support equipment whose acquisition cost is less than \$5,000.

ESTIMATED FUNDING IMPACT:

This action will not generate additional costs but should save the transportation costs associated with turning in used, obsolete, or unusable items to DRMO.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

Concur. Passage of this change would not in any way relieve CAP of maintaining accountability for items acquired with appropriated funds, rather it would simply create the disposal decision making authority that is missing in the DoDGARs. Since CAP-USAF does not concur with this initiative an NEC decision to revise CAPR 67-1 will not

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result in the immediate resolution of this issue but will set the stage for CAP to request resolution in accordance with the Cooperative Agreement.

See applicable DoDGARs citation below.

§ 32.2 Definitions

Supplies. All personal property excluding equipment, intangible property, and debt instruments as defined in this section, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement...

§ 32.35 Supplies.

- (a) Title to supplies shall vest in the recipient upon acquisition. If there is a residual inventory of unused supplies exceeding \$5,000 value upon termination or completion of the project or program and the supplies are not needed for any other federally sponsored project or program, the recipient shall retain the supplies for use on non-Federal sponsored activities or sell them, but shall, in either case, compensate the Federal Government for its share. The amount of compensation shall be computed in the same manner as for equipment.

CAP-USAF HEADQUARTERS' COMMENTS:

Non-concur. **Adopting this change will lead CAP members to violate federal laws and expose them to possible prosecution.** Per DoD 4160.21-M, Defense Material Disposition Manual, DRMS is responsible for the disposition of all DoD-generated excess, surplus, and other personal property authorized for turn-in. DoD 4160.21-M takes precedence over conflicting instructions within DoD (including DoDGARs, DoD 3210.6-R) and it does not list CAP as an exception. Furthermore, DoD 4160.21-M applies to all elements of DoD, including activities; CAP is an activity in the context of the manual. HQ AF/A4, HQ AF/A9, and HQ AFMC/JA have already supplied opinions requiring CAP to utilize the DRMO process as covered by DoD 4160.21-M.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

CAPR 67-1, *Civil Air Patrol Property Management.*

NEC ACTION:

COL KAUFFMAN/CS MOVED and COL LEVITCH/SER seconded the PROPOSED NEC ACTION.

COL WEBB/GLR MOVED TO AMEND and BRIG GEN COURTER/CV seconded the amendment to approve the PROPOSED NEC ACTION, adding "SUBJECT TO CAP-USAF APPROVAL" to the end of the PROPOSED NEC ACTION as listed.

MOTION TO AMEND CARRIED WITH NO DISSENTING VOTES

AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Make changes to CAPR 67-1, *Civil Air Patrol Property Management*, when final CAP-USAF approval is obtained.

**SUBJECT: New Member Benefits
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

In an effort to provide benefits to the Civil Air Patrol member, NHQ is always looking for companies that are willing to provide their service to the organization. These services are usually geared around a cross marketing platform in which both parties involved receive positive actions. Cross marketing programs are a common business practice with such groups as AFA, AARP, and the Boy Scouts. An MOU is created and signed that strictly governs how and what access is given to the membership by the 3rd party in exchange for their services or funding. In order to secure these types of services or benefits, companies are looking for something in exchange for their discounts or monetary donations. Membership databases should always be closely guarded and not carelessly given out. However, those same databases are what enables NHQ to leverage benefit packages to prospective partners. Currently there are two benefit packages and one scholarship offer that request some access to our mailing list in exchange for their services. For example, AOPA would like to offer \$10,000.00 in scholarship money (2 cadets, and 2 Senior) for members to obtain a private pilot's license. They would also distribute our marketing materials at their functions across the country in exchange for mailing a dual CAP/AOPA flyer in the mail. Empowering NHQ to operate within guidelines that are in CAP's best interest would easily encourage prospective partners to offer their benefits to the organization. *Example: MBNA*

PROPOSED NEC ACTION:

That the National Executive Committee approve the guidelines of operation for CAPNHQ to have the authority to offer any, all, or combination of the following to a company providing member benefits to CAP:

1. Provide our member mailing list up to twice a year to the company. We will exclude any members who choose NOT to receive mail.
2. Provide low or no cost exhibit space at our annual national conference.
3. Provide inclusion in our communication pieces including, but not limited to: newsletters, brochures, membership benefits guides, etc.
4. Publicize member benefits up to twice a year in CAP publications.
5. List the company member benefit on our CAP member benefits web page.
6. Authorize up to two years in contract.
7. Proposals outside of these guidelines will require NEC review and approval.

CAPNHQ will receive formal acceptance from CAP GC and EX on all member benefit contracts. Contracts (MOU) will specifically outline the use of any member information and at no time will our email address database be given out.

ESTIMATED FUNDING IMPACT:

There is very little cost to NHQ if the operation guidelines for member benefits are approved. If the guidelines are not approved, it severely limits the ability of NHQ to actively pursue opportunities for the organization if they are not given authority to act with CAP's best interests in mind. It also hinders cultivating future partnerships with organizations willing to give funding to the Civil Air Patrol based off of the cross marketing platform that is standard practice in the business world.

CAP NATIONAL HEADQUARTERS' COMMENTS:

CAPNHQ would only pursue organizations that would portray a positive partnership with Civil Air Patrol in the public eye and would never consider developing a relationship with an entity that would bring negative effects to the membership.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur, with the understanding that existing CAP/CAP-USAF MOU review procedures will be utilized.

COMMITTEE RECOMMENDATION:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

COL LEVITCH/SER MOVED and COL PEARSON/PCR seconded the PROPOSED NEC ACTION

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Implementation of approved guidelines and privacy policies posted on the web.

AGENDA ITEM - 16

Action

**SUBJECT: Committee Reports
CAP/CS – Col Kauffman**

Committees

ITEM 1. Finance Committee – Col Weiss

The minutes of the November 2, 2006 Finance Committee meeting were distributed and are attached (Atch 1). The Finance Committee made the following recommendations for NEC action:

(a) **West Virginia Wing Building**. The West Virginia Wing requests approval to construct a building. The wing has raised funds for this squadron project.

RECOMMENDATION: The Finance Committee recommends the NEC approve West Virginia Wing's request to construct a building.

COL WEISS/NFO MOVED and COL WALLING/MER seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Notification to West Virginia Wing.

(b) **FY07 Appropriated Budget Modification and FY08 Appropriated Budget Proposal**

RECOMMENDATION: The Finance Committee recommends to the NEC that the FY07 amended appropriated budget and FY08 appropriated budget recommendations be accepted and approved as presented for presentation to the next BoG meeting.

COL WEISS/NFO MOVED and COL TODD/SWR seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION. Inclusion in the Dec 06 BoG agenda for approval.

(c) **Cost of Living Adjustment**

RECOMMENDATION: The Finance Committee recommends to the NEC a Cost of Living Adjustment (COLA) of 3.5% for their approval with follow on presentation to the next BoG meeting.

COL WEISS/NFO MOVED and COL TODD/SWR seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION. Inclusion in the Dec 06 BoG agenda for approval.

(d) Hull Self Insurance Fund

Many wings are struggling to maintain their fleet and this collection would be an added financial burden to the wings.

RECOMMENDATION: The Finance Committee recommends to the NEC that LG re-write CAPR 900-6, *Hull Self Insurance*, eliminating the requirement to collect premiums. Further, that any balance be transferred to provide funds for cadet flight scholarships.

COL WEISS/NFO MOVED and COL WALLING/MER seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Implementation of change, notification to the field, transfer balance of HSI to cadet flight scholarship fund, and re-write CAPR 900-6, *Hull Self Insurance*.

(e) Vehicle Self Insurance (VSI)

Wings currently provide half of the maintenance on the vehicle fleet. VSI charges to the wings are an additional financial burden.

RECOMMENDATION: The Finance Committee recommends to the NEC that LGT re-write CAPR 77-1, *Operations and Maintenance of Civil Air Patrol Vehicles*, eliminating the requirement to collect premiums. Further, that any remaining balance of these funds be designated, as follows:

- (1) \$4,000 dedicated to a school program summit
- (2) \$3,000 dedicated to an Aircraft Maintenance Summit
- (3) Balance to provide seed money for Regional Training Centers

COL KAUFFMAN/CS MOVED and COL TODD/SWR seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION. Implementation of change, notification to the field, reallocation of balance of funds, and re-write CAPR 77-1, *Operations and Maintenance of Civil Air Patrol Vehicles*.

(f) Consolidated Maintenance Program

Wings participating in the consolidated maintenance programs are retaining B & C mission funds. In FY06 these funds were used to pay ferry fuel costs. Need to apply all "mission funds" from all sources to the cost of aircraft maintenance.

RECOMMENDATION: The Finance Committee recommends to the NEC to reimburse ferry fuel cost and assess the wing for hours flown each quarter.

COL WEISS/NFO MOVED and COL KAUFFMAN/CS seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Implementation of change and notification to the field.

(g) Proposed Aircraft Maintenance Summit

CAP has significant Single Audit findings related to aircraft maintenance for lack of oversight at unit level and lack of consistency. CAP needs to develop comprehensive solutions to managing aircraft maintenance costs.

RECOMMENDATION: The Finance Committee recommends to the NEC that \$3,000 of corporate funds will support an Aircraft Maintenance Summit to be held at the end of November.

COL KAUFFMAN/CS MOVED and COL WALLING/MER seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: FM to identify funds to support Aircraft Maintenance Summit.

(h) CAP Training Centers

CAP members need facilities for training and cadet activities that are not borrowed. Many other organizations have dedicated regional facilities for activities associated with their groups. CAP is a national organization and lacks local facilities that benefit members through shared group activities. Vanguard is providing a valuable service to CAP members and generates income. It was not intended for these commissions to support regular operations of CAP, but benefit membership.

RECOMMENDATION: The Finance Committee recommends to the NEC a plan to consider utilizing Vanguard commissions to provide seed money to build regional CAP training centers beginning with FY08.

COL WEISS/NFO MOVED and COL KAUFFMAN/CS seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Beginning FY08, Vanguard commissions will be reserved as seed money to build CAP training centers.

(i) Gaming Activities

The Finance Committee considered the pros and cons of gaming activities in CAP squadrons.

RECOMMENDATION: The Finance Committee recommends to the NEC to eliminate all gaming activities in CAP. The deadline of all gaming is 31 December 2006. Further, that the NEC direct General Counsel to provide guidance to these squadrons and request a full accounting of funds. Also, that the General Counsel will provide guidance on the dissolution of these activities, and remaining gaming supplies. Further, that General Counsel will provide a re-write of CAPR 173-4, *Fund Raising/Donations*, to specifically disallow gaming activities.

COL MOODY/NATCON MOVED and COL WEISS/NFO seconded the Finance Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Staff action by GC, notification and guidance to the field, and re-write CAPR 173-4, *Fund Raising/Donations*.

ITEM 2. Operations Committee – Col Skiba

Report attached (Atch 2).

The Operations Committee Report consisted of recommendations under (1) Agenda Item 6, High Performance and Complex Aircraft Pilot Qualifications; (2) Agenda Item 17, Old Business, Items 1 - 5; and (3) Agenda Item 18, New Business Item 2. Flying Proficiency Requirement.

ITEM 3. Professional Development Committee – Brig Gen Courter

BRIG GEN COURTER distributed CDs relating to Professional Development and presented a slide briefing (Atch 3).

BRIG GEN COURTER included in her briefing a CAP recommendation that the BoG endorse CAP's e-Learning Strategic Plan at the December 2006 meeting. This ten year plan has the goal of supporting most of CAP's education & training into the distributed learning environment by 2015.

FOLLOW-ON ACTION: Inclusion in the Dec 06 BoG agenda for discussion.

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BRIG GEN COURTER also stated in her briefing that CAP has developed a staff package through CAP-USAF to request that CAP's Professional Continuing Education (CPE) be treated as such in the Air Force's publications, especially with AUI 36-2326, to ensure billeting at Maxwell AFB, AL. Also, CAP recommends that the BoG endorse CAP's request to change AUI 36-2326. This instruction implements AFPD 36-23, *Military Education*. It establishes procedures for new PCE courses to be included in the Air Education and Training Command Education & Training Course Announcements under Air University, in accordance with AFI 36-2302, *Professional Development (Advanced Academic Degree and Professional Continuing Education)*.

FOLLOW-ON ACTION: With CAP-USAF concurrence, inclusion in the Dec 06 BoG agenda.

AGENDA ITEM - 17

Action

SUBJECT: Old Business

1. ITEM: Standard Operating Procedures for Aircraft Ground Handling: Agenda Item 8, 9, and 19-1, August 2006 NB

The agenda item dealt with changes to CAPR 60-1, *CAP Flight Management*, concerning ground handling and taxing of CAP aircraft. Sent to Operations Committee for review and suggested procedures.

The Operations Committee investigated numerous sources that might provide training programs in ground handling, i.e., FAA, AOPA, and King Video's, etc. With the exception of one source (Safety 1st), which provides a comprehensive commercially produced training program for large FBOs there is no suitable program available that meets CAP needs and objectives.

RECOMMENDATION: That CAP produce an appropriate SOP and training module that would be appropriate for both ground and flight personnel. This training module and SOP could be produced jointly by volunteer members and NHQ audio/visual staff and be ready for field introduction within a 6-month time frame.

COL WEBB/GLR MOVED and COL CHAZELL/RMR seconded that the NEC vote to approve the Operations Committee recommendation.

MOTION CARRIED WITH NO DISSENTING VOTES.

FOLLOW-ON ACTION: SOP and training module produced jointly by volunteers and NHQ audio/visual staff by May 2007.

2. ITEM: Change to Cadet Flight Training Program concerning C-182s: Agenda Item 19-2, August 2006 NB

The agenda item dealt with changing the language in CAP regulations to allow cadet flight training in C-182 aircraft. Sent to Operations Committee for review and suggested language.

ACTION: This item was handled under Agenda Item 6, High Performance and Complex Aircraft Pilot Qualifications

3. ITEM: Change to CAPR 60-1 concerning B-12 missions: Agenda Item 12-9, May 2006 NEC

The agenda item dealt with deleting the restriction that limited B-12 mission to only 4 hours per month. Sent to Operations Committee for review and suggested language.

ACTION: Completed. The latest change to CAPR 60-1 deletes the 4 hour per month restriction.

4. ITEM: Standardized Training for SDIS and Photo Mission: Agenda Item 12-11, May 2006 NEC

The agenda item dealt with standardized training for Aerial Photography Operators. Sent to Operations Committee for review and suggested language.

ACTION: Completed. The Operations Committee developed a standardized training checklist and it will soon be distributed. MIMS software updates will be prioritized by the MIMS Sub-Committee.

5. ITEM: Previous request to review ES forms currently utilized. NEC item.

ACTION: Still under review by Col Ed Lewis, PCR/DO.

AGENDA ITEM - 18

Action

SUBJECT: New Business

1. ITEM: Mission Pilot Proficiency Training Profile

See Attachment 4.

COL WEBB/GLR MOVED and COL TODD/SWR seconded that subject to AF approval the NEC approve a change to CAPR 60-1, Attachment 9, by adding the attached profile 7 pertaining to mission pilot proficiency.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: SUBJECT TO AF APPROVAL, make approved change to CAPR 60-1, Attachment 9 (add profile 7), and notification to the field.

COL HODGKINS/CAP-USAF/CC stated that he wanted to go on record that the Air Force endorses this proposal. He also stated that the next change to CAPR 60-1 will make this mission profile a “B” mission if it is flown in accordance with Attachment 9-7. Since the funding is only for 3 hours a year, if a member wants to fly more proficiency sorties, the member could fly those as a “B” mission at his/her own expense—not as a “C” mission. He reiterated that the Air Force endorses not only this proposal, but also the general concept that basic proficiency flying can be either “A” or “B” missions.

2. ITEM: Flying Proficiency Requirement

This item was sent to the Operations Committee by Maj Gen Pineda. The Operations Committee felt that the proposal is a valid requirement but did not endorse the proposal. Committee members felt there were several key issues that were still unresolved and recommended required further study and input from both the NHQ operations staff and CAP-USAF.

COL KAUFFMAN/CS MOVED and COL LEVITCH/SER seconded that the NEC vote to approve a proposal to require all pilots to maintain a minimum of 1 hour of flying proficiency per month in aircraft equal to, or of the same category as, those operated by Civil Air Patrol.

COL LEVITCH/SER MOVED to refer back to the Operations Committee and request that the committee get input also from rank and file or low-time pilots.

The National Commander stated that he would allow more discussion.

After further discussion, Maj Gen Pineda withdrew this agenda item.

3. ITEM: Implementation of New Command Emblem

See Attachment 5.

COL KAUFFMAN/CS MOVED and BRIG GEN COURTER/CV seconded the PROPOSED NEC ACTION

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Implementation of policy; notification to the field; make changes to CAPR 66-1, *CAP Aircraft Maintenance Management*; CAPR 77-1, *Operation, and Maintenance of CAP Vehicles*; and CAPM 39-1, *Civil Air Patrol Uniform Manual*; rewrite CAPR 900-2, *Civil Air Patrol Seal, Emblem and Flag Etiquette*; review other regulations for appropriate changes; and obtain USAF approval as necessary.

NOTE FOR RECORD: Adoption of this emblem in no way affects the Corporate Seal.

4. ITEM: CAPR 173-3, *Payment for Civil Air Patrol Support*

COL WEISS/NFO stated that CAPR 173-3 currently states that CAP may not designate more than two senior members to approve claims on CAP Form 108. The larger wings have had problems with this restriction and requested that additional staff members be allowed to participate in the process.

COL WEISS/NFO MOVED and COL TODD/SWR seconded that the NEC vote to change CAPR 173-3 by amending Section 2.b. (2) to state that CAP may not designate more than four senior members to approve claims on CAP Form 108.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Staff implementation of change, notification to the field, and change to CAPR 173-3, *Payment for Civil Air Patrol Support*.

5. ITEM: Operation “Drop-in”

COL SHELDON, AF/XOHA gave a heads up on Operation “Drop-in” as a possible mission. The concept is for CAP members to carry a little beeper (basically a personal Geiger counter) during normal activities and if it ever beeps, they will call a 1-800 number. Col Sheldon stated that the “devil is in the details” - it may not be legal and may not be anything that the Air Force wants to get involved with so may not give Air Force assigned-mission status for CAP to participate in this project. He asked if CAP would have any interest in the Air Staff pursuing this possible mission.

MAJ GEN PINEDA stated that he understands this is a program to get as many people as possible to help identify areas across the country that may contain radiation. Based

on a few comments, he added that CAP would need more information before making any kind of commitment.

6. ITEM: Recognition of Living Sub-chasers (DSM and Promotion to Colonel)

MAJ GEN PINEDA stated that there are only five Sub-chasers remaining alive in Civil Air Patrol. He recommended that the five living Sub-chasers be promoted to the grade of CAP Colonel in recognition of their service to Civil Air Patrol and to the country. If approved, he proposed an appropriate ceremony at a time and place to be determined.

COL TODD/SWR MOVED and COL MOODY/NATCON seconded that the NEC vote to recognize the five living Sub-chasers by awarding them Distinguished Service Medals and promoting them to the grade of Colonel.

MOTION CARRIED WITH NO DISSENTING VOTES

FOLLOW-ON ACTION: Staff action for awards and promotions; Director of Program Development will recommend a time and place for an appropriate ceremony.

ADMINISTRATIVE/ANNOUNCEMENTS

1. Maj Gen Pineda welcomed and presented NEC badges to the following newly elected/appointed members of the NEC: Brig Gen Amy S. Courter/CV, Col Andrew K. Worek/NLO, Col Daniel J. Levitch/SER, and Col James F. Linker/IG.
2. Maj Gen Pineda announced departing NEC member Col Thomas L. Todd/SWR and expressed appreciation for his service. He also announced the appointment of Col Reggie Chitwood as the incoming SWR Commander.
3. Maj Gen Pineda welcomed all guests, including wing commanders and members of the Air Staff. He also noted the attendance of Board of Governors member Maj Gen Rick Bowling and the following past National Commanders: Maj Gen Dwight Wheless, and Brig Gen Pat Patterson. Col John E. Tilton was also recognized as the new Safety Officer.
4. Lt Col Sharon Taylor, the recent Director of Program Development at National Headquarters was promoted to the grade of Colonel.
5. Maj Gen Pineda announced that Vanguard wants to participate in region and the larger wing conferences. He requested that regions and wings let Vanguard know their conference schedules.
6. Maj Gen Pineda stated that the receptions he has previously hosted at National Board meetings will in the future be hosted by the region and wing hosting the following National Board. The hosting region and wing will also furnish local area information of interest surrounding the conference site during this reception.
7. Maj Gen Pineda announced the Saturday schedule which includes a breakfast prior to the training session on satellite radios.
8. Distinguished Service Medals were presented to Col Daniel J. Levitch/SER for his service as Florida Wing Commander, and to Col John E. Tilton/SE for his service as Southeast Region Commander

THE NEC MEETING ADJOURNED AT 1620, FRIDAY, 3 NOVEMBER 2006

THE NEC WAS IN CLOSED EXECUTIVE SESSION FROM 1315 – 1415, FRIDAY, 3 NOVEMBER 2006 (THIS MEETING WAS NOT RECORDED).

THE NEC RECONVENED ON SATURDAY MORNING, 4 NOVEMBER 2006 TO CONDUCT SATELLITE RADIO TRAINING.

**Civil Air Patrol
National Executive Committee
Finance Committee Meeting
November 2, 2006**

Members Present:

Col Fredric Weiss – Chairman
Col Rodney Moody –Vice Chairman
Col Thomas Todd
Col Robert Diduch
Col Kathryn Walling
Col Larry Kauffman (Advisor)
Mr. Donnie Rowland (Advisor)
Ms. Susan Easter (Recorder)

Guest Present:

Col Russ Hodgkins
Mr. Mark Richardson
Mr. John Salvador
Mr. Johnny Dean
Mr. Marc Huchette
Mr. Gordon Odell
Ms. Deborah Lowtharp

Guest Present

MGen Antonio J. Pineda
BGen Amy Courter
Col Jim Linker
Col (Chap) Charles Sharp
Col Russ Chazell
Col Ernest Pearson
Col Reggie Chitwood
Col Bill Lynch

A meeting was held of the National Executive Committee, Civil Air Patrol Finance Committee on Thursday, November 2, 2006 at 1815 hrs. All members were present. Col Weiss opened the meeting at and welcomed all attendees and thanked them for the time and service.

Col Weiss opened with two topics to discuss. West Virginia Wing has a proposal to construct a building. The wing has raised funds for this project. The wing requests approval for this construction.

RECOMMENDATION: The Finance Committee recommends the NEC approve West Virginia Wing's request to construct a building.

Rhode Island Wing has a corporate mission that has not been paid by the customer. The wing is asking NHQ to reimburse the wing for this mission. Discussion regarding covering unfunded missions for Wings. It was decided to send the issue to the region level.

Item 1: GY 06 Budget Execution. Col Weiss reported on the budget execution of the FY 2006 Appropriated and Corporate budgets. Currently we have executed 85% of the corporate budget. Last year we executed 86%. The appropriated budget is continuing to be executed. A list of end of year purchases was discussed. The NTC is still receiving items daily. These items will be sent to the field as soon as they are processed. The corporate income for FY 06 is 93% of budgeted. Membership numbers came in lower than projected. Susan Easter stated that money received for future year dues has been invested in certificates of deposit in order to maximize the funds.

Item 2: FY 07 Appropriated Budget Modification. Appropriated funds of \$3,996,000 have been restored to the Cooperative Agreement. The budget modification includes a spend plan for the additionally needed funding.

Item 3: FY 08 Appropriated Budget Proposal. The proposed funding for FY 08 is less than FY 06 and FY 07. Don Rowland stated that Mr. Dominguez has been apprised of the shortfall and will look into the funding. CAP continually coordinates a list of unfunded items through the USAF throughout the year.

RECOMMENDATION: The Finance Committee recommends to the NEC that the proposed FY 2007 amended appropriated budget and proposed FY 2008 proposed appropriated budget be accepted and approved as presented.

Item 4: WMIRS Requirement. Wings need a tool to manager their flying budgets. For FY 06, wings flew over budget and cannot be paid at this time. Should any funds be available, the over flown flying will be paid proportionally to the available funds. WMIRS is mandatory for AF assigned missions. John Salvador added that WMIRS will generate a consolidated Form 108 after the missions are closed. The closing of the missions in WMIRS will allow the unused funds committed to the mission to be released for the wing to use on future training missions. This would allow the wing to have a clear tracking of their flying budgets.

RECOMMENDATION: The Finance Committee recommends to the NEC the use of WMIRS for all mission reporting in order to maintain internal control over the funding.

Item 5. Cost of Living Adjustment. Current year consumer price index for NHQ area in 2006 is 3.9%.

RECOMMENDATION: The Finance Committee recommends to the NEC a Cost of Living Allowance (COLA) of 3.5%.

Item 6. Region Accounting Update. Five regions have adopted the Region Accounting Program with NHQ. Annual savings of \$16,000 in travel expenses alone. IT has purchased a scanner/printer/fax for each region to ease the burden of submitting check requests.

Item 7. Wing Banker Program. NEC adopted a plan to have 15 wings participate in the Wing Banker Program in FY 07. As of now, 50% of CAP Wings have adopted this program. 100% of Rocky Mountain Region has adopted this. Ms. Easter thanked the committee and Region Commanders for their support in spreading this program. All of the wings have developed tools, forms and manuals that will be posted on the NHQ/FM website.

Item 8. Modifications to CAP Finance Regulations. With the implementation of the Wing Banker Program, we found no clear guidance in the existing regulations for this program. The FM Summit in October re-wrote CAPR 173-1, Financial Procedures for Units Below Wing Level, and CAPR 173-2 Financial Procedures for CAP Regions and Wings to address these concerns. It is expected that these regulations will be issued as an emergency change.

Item 9. Multi Service Fuel card Policy. Aircraft fuel cards to be issued to GA-8 aircraft to be used on approved missions. A policy has been written for managing the credit cards and reporting expenses.

Item 10. Hull Self Insurance Fund. Many wings are struggling to maintain their fleet and this collection would be an added financial burden to the wings. Balance is \$14,571.

RECOMMENDATION: The Finance Committee recommends to the NEC that LG re-write CAPR 900-6 Hull Self Insurance eliminating the requirement to collect premiums. Further, that the balance be transferred to provide funds for cadet flight scholarships.

Item 11. Vehicle Self Insurance. Wings currently provide half of the maintenance on the vehicle fleet. VSI charges to the wings are an additional financial burden. VSI balance is \$65,479.

**RECOMMENDATION: The Finance Committee recommends to the NEC that LGT re-write CAPR 77-1 Operation and Maintenance of Civil Air Patrol Vehicles eliminating the requirement to collect premiums. Further, that the remaining balance of these funds be designated as follows:
\$4,000 dedicated to a school program summit
\$3,000 dedicated to an Aircraft Maintenance Summit
Balance to provide seed money for Regional Training Centers.**

Item 12: Consolidated Maintenance Program. Wings participating in the consolidated maintenance programs are retaining B & C mission funds. In FY 06, these funds were used to pay ferry fuel costs. Need to apply all “mission funds” from all sources to the cost of aircraft maintenance.

RECOMMENDATION: The Finance Committee recommends to the NEC to reimburse ferry fuel cost and assess the wing for hours flown each quarter.

Item 13: Proposed Aircraft Maintenance Summit. CAP has significant Single Audit findings related to aircraft maintenance for lack of oversight at unit level and lack of consistency. CAP needs to develop comprehensive solutions to managing aircraft maintenance costs.

RECOMMENDATION: The Finance Committee recommends to the NEC that \$3,000 of corporate funds will support an Aircraft Maintenance Summit to be held at the end of November.

Item 14: CAP School Program CAP needs a School Program summit to determine the policies necessary to make the School Program successful. Will be modeled after the highly effective FM summits.

RECOMMENDATION: The Finance Committee recommends to the NEC the allocation of \$4,000 from the corporate budget for a School Program Summit.

Item 15: CAP Training Centers. CAP members need facilities for training and cadet activities that are not borrowed. Churches, Boy & Girl Scouts have camps or facilities. CAP is a national organization and lacks local facilities that benefit members through shared group activities.

Vanguard is providing a valuable service to CAP members. It was not intended for these commissions to support regular operations of CAP, but benefit membership.

RECOMMENDATION: The Finance Committee recommends to the NEC a plan to consider utilizing Vanguard commissions to provide seed money to build CAP training centers beginning with FY 08.

Closed Session

The Finance Committee considered the pros and cons of gaming activities in CAP squadrons.

RECOMMENDATION: The Finance Committee recommends to the NEC to eliminate all gaming activities in CAP. The deadline of all gaming is 31 December, 2006. Further, that the NEC direct General Counsel to provide guidance to these squadrons and request a full accounting of funds. Also, that the General Counsel provide guidance on the dissolution of these activities, and remaining gaming supplies. Further, that General Counsel provide a re-write of CAPR 173-4 to specifically disallow gaming activities subject to Internal Revenue Service Unrelated Business Income.

The meeting was adjourned at 2000 hours.

Respectfully submitted,

FREDRIC K. WEISS, Col, Civil Air Patrol
Chairman, CAP Finance Committee

Attached: Committee Slide presentation
FY 06 Corporate and Appropriated Budgets
FY 07 and FY 08 Financial Plan
Wing Banker Program update
Wing/Region Financial Assessment
CAP Financial Assessment Procedures & Protocol
GA-8 Emergency Fuel Credit Cards Guidelines
Proposed CAPR 173-1
Proposed CAPR 173-2

National Operations Committee Report NEC Meeting

3-4 Nov 2006

Agenda Item 6:

Even though the National Board has voted to allow cadets to receive primary flight instruction in Cessna 182 aircraft the committee feels that this aircraft type is unsuitable for both cadet pre solo training and for low time inexperienced pilots to fly due to the higher power and heavier control feel of the C-182 aircraft.

Additionally, the committee feels that the restrictions currently in CAPR 60-1 for both high performance and complex aircraft are both prudent and appropriate as currently written, (minimum 100 hours PIC, 25 hours PIC and 25 take offs and landings).

There are currently 255 Cessna 172 aircraft in the CAP corporate fleet. It would be more cost effective to position these aircraft as required for Nationally approved powered flight encampments than to use local C-182 aircraft or a mix of C-182/C-172 aircraft. Any other pilot training or proficiency flying by low time pilots could be accomplished in C-172 aircraft until those pilots meet the currently required PIC requirements.

The National Operations Committee does not endorse the agenda proposal to change the minimum PIC flight hour requirements in CAPR 60-1, as proposed in this agenda item.

Agenda Item 17, Old Business

1. Ground Handling SOP. The committee investigated numerous sources that might provide training programs in ground handling, i.e., FAA, AOPA, King Video's, etc. With the exception of one source (Safety 1st), which provides a comprehensive commercially, produced training program for large FBO's there is no suitable program available that meets CAP needs and objectives.

The committee recommends that CAP produce an appropriate SOP and training module that would be appropriate for both ground and flight personnel. This training module and SOP could be produced jointly by volunteer members and NHQ audio/visual staff and be ready for field introduction within a six month time frame.

2. With reference to changes in language to address C-182 cadet flight training. The committee has addressed this issue in our response to Agenda item 6. The committee chairman and NHQ staff had drafted the initial language allowing C-182 cadet flight training but on reviewing the issue, the Committee felt that initial C-182 flight training for cadets was inappropriate.
3. Changes to B-12 missions in CAPR 60-1. CAPR 60-1 has been amended to address this issue and will be published shortly.
4. Standardized training for SDIS and Photo Missions. The committee and NHQ staff has developed standardized guidelines and task requirements for this specialty. (See attached SDIS SQTR).
5. Previous request to review ES forms currently utilized. (Col. Starr, NEC Item.) Still under review by Col. Ed Lewis PCR/DO

New Business:

1. Proposal to require all pilots to maintain a minimum of 1 hour of flying proficiency per month in aircraft equal to, or of the same category as those operated by Civil Air Patrol. (MG Pineda)

The Ops Committee reviewed this proposal and felt that several key issues need to be resolved in order to make a recommendation on this proposal.

- Responsibility for tracking and enforcement of this requirement will place an additional record keeping requirement on either the wings or NHQ.
- What procedure should be established to allow a pilot to be reinstated to flight privileges should they become out of currency as specified in this requirement?
- What legal and/or insurance issues might surface if a pilot were involved in an incident or accident and found to not be in compliance with this requirement?

While the committee endorses the policy in concept they felt that these issues were still unresolved and required further study and input from both the NHQ operations staff and CAP-USAF.

Col. Andrew E. Skiba, Chairman
National Operations Committee



Professional Development

Building our members into leaders

December 2006



Overview



- 1. New Life for PD**
How CAP is completely revising PD curricula
- 2. Increased Emphasis on Senior Level PD**
Boosting leaders' effectiveness
- 3. In the Works**



New Life for PD Curricula



Since '05, CAP has completely overhauled the PD courses that impact 85% of adult volunteers

- ✓ Level One - New Member Orientation
- ✓ Squadron Leadership School
- ✓ Corporate Learning Course
- ✓ National Staff College
- ✓ Region & Wing Commanders' Course



New Life for PD Curricula

Hallmarks of New Courses:

Carefully crafted learning objectives

Right content & right "level of learning" at the right time

Continual emphasis on the importance of accountability and public trust

Case studies, discussions and simulations to engage adult learners

Online modules: Get started quickly, boost retention, allow members to learn at home





Increased Emphasis on Senior Level PD



Top three PD schools

- Region & Wing Commanders' Course
- National Staff College
- Cadet Officer School

Goals:

- Boost leaders' effectiveness
- Help mentor emerging leaders
- Increase the pool of qualified commanders

Benefits:

- Arms leaders with the skills they need to succeed
- Makes the organization stronger
- Better prepares leaders to meet future challenges



In the Works

Distributed Learning

- Integrating DL into all PD courses
- Self-guided & mentored experiences
- Continuing our success with "Knowledgebase"

BoG Action

- Endorse CAP's e-Learning Strategic Plan at the June 07 meeting

Billeting Support

- CAP's top three PD schools are currently considered "Special Events," similar to weddings

BoG Action

- Endorse CAP's request to obtain a higher billeting priority



AGENDA ITEM - 18

Action

**SUBJECT: New Business - Mission Pilot Proficiency Training Profile
GLR – Col. Webb**

INFORMATION BACKGROUND:

Historically, CAP has not provided recurrent training that would focus on reducing landing accidents, cruise configuration accidents, taxi accidents and climb/departure accidents.

To address the accident issues outlined above, a new CAPR 60-1 training profile (profile 7) was developed in cooperation with the AF, and tested, on an experimental basis, in GLR over the past year. See ATTACHMENT 9-7 – APPROVED MISSION PILOT PROFICIENCY FLIGHT PROFILE #7 -- a proposed addition to existing training profiles in CAPR 60-1 Attachment 9. The feedback from the field has been very positive.

The F.A.A. Wings Program has a proven track record in helping reduce accident trends among those who participate in the training. The profile 7 training has similar aspects with specific focus on training that will enhance the safety of our mission pilots.

As with other CAPR 60-1 Attachment 9 training profiles, profile 7 training would not be mandatory and each region and wing would make its own determinations in coordination with its AF Liaison Offices.

PROPOSED NEC ACTION

Subject to AF approval, that the NEC approve a change to CAPR 60-1, Attachment 9, by adding the attached profile 7 pertaining to mission pilot proficiency.

ESTIMATED FUNDING IMPACT

There would be no funding impact to CAP as any profile 7 mission pilot proficiency training provided would be funded from appropriated training dollars.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-1 Attachment 9 would require amendment.

CAP NATIONAL HEADQUARTERS' COMMENTS:

AIR FORCE COMMENTS

NEC ACTION

ATTACHMENT 9-7 – APPROVED MISSION PILOT PROFICIENCY FLIGHT PROFILE #7

Proficiency Flight Mission Profile

This profile may only be flown by “low-time” SAR/DR/Transportation Mission Pilots or pilots designated as needing additional CAPF 5 proficiency training. Transport mission pilots that do not hold a commercial license, instrument rating, and FAA class II medical may only participate in this training with CAP-USAF/XO approval. These pilots must be designated in writing by the CAP WG/CC or DO as needing additional proficiency training. The instructor must be a qualified CFI/CFII, as required, in the aircraft flown. The following is an approved profile for “Proficiency Flight Training for Mission Pilots.” This profile includes ground training on a safety topic and three 1-hour blocks of in-flight training. PICs will choose which 1-hour block of training will be accomplished during a single sortie. Mission pilots will not exceed 3 hours of reimbursed (using AF training funds) proficiency flying with this profile in any FY. This proficiency flight is an Air Force assigned mission authorized by the LR and is released by a flight release officer using mission symbol A-7 (reference CAPR 60-1, attachment 10). Requests for this training profile will be made through WMIRS and include the mission pilot’s name, total flight hours, flying hours for the last 30/60/90 days, and training blocks to be accomplished. The assigned mission number and mission profile number will be noted on the CAPF 99 by the FRO.

Ground Training (one of the following must be accomplished prior to the flight)

- Attend one of the AOPA Air Safety Foundation’s Safety Seminars
- Complete one of the AOPA Air Safety Foundation’s Online Courses
- Attend a CAP-USAF LR/CC approved CAP safety briefing
- Attend a briefing conducted by an FAA Safety Counselor

Flight Training (All Sorties)

- Brief crew member mission responsibilities as appropriate. Review ground and in-flight emergency procedures, taxi, takeoff, and in-flight procedures with each crew member.
- Prepare and file a flight plan if necessary.
- Conduct an aircraft pre-flight inspection as a crew.
- Shut-down, Refuel, and Tie-down/Hangar as appropriate.
- Close the flight plan if necessary.
- Debrief the sortie with the crew.

Training Block 1 - Airwork

- Review airwork maneuvers to be accomplished.
- Slow flight.
- Stalls.
- Steep turns.
- Turns around a point.
- Practice partial-panel flight maneuvers.
- Practice simulated in-flight emergency procedures.

Training Block 2 – Takeoffs and Landings

- Review landing procedures with crew members.
- Perform a normal landing using full flaps.
- Perform a short field landing to a full stop, with a simulated obstacle using the procedures recommended in the Aircraft Flight Manual (AFM)/Pilot Operating Handbook (POH) and the FAA Practical Test Standards (PTS).
- Perform a soft field landing to a full stop using the procedures recommended in the AFM/POH.
- Practice proper crosswind landing techniques.
- Perform a simulated forced landing to a low approach or full stop (as appropriate).
- Perform no-flap landing to a full stop.

Training Block 3 – Instrument Training

- Review instrument procedures with crew members.
- Hood work in turns, climbs, descents, etc.
- Fly as many of the following approaches as time allows:
 - ILS approach. VOR approach.
 - NDB approach GPS approach.

November 2006 NEC Agenda

AGENDA ITEM - New Business	DV	Action
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SUBJECT: Implementation of New Command Emblem
CAP/CS – Col Kauffman

INFORMATION BACKGROUND

CAP adopted a "command patch" as an emblem, in part, to replace the CAP seal on flight clothing. The original was the CAP shield with "U.S. Air Force Auxiliary" in the scroll and "CAP" immediately below the triangle in the blue shield. The emblem was subsequently modified to place "Civil Air Patrol" in the scroll and "U.S." in the shield and requested as a decal to replace the seal on CAP aircraft and vehicles.

The new Command Emblem has not been officially adopted nor have regulations been amended to reflect its use.

PROPOSED NEC ACTION

The NEC adopt the proposed Command Emblem (See attached.) to replace the current emblem / patch.

Refer the matter to the National Staff to rewrite CAPR 900-2, "Civil Air Patrol Seal, Emblem and Flag Etiquette," as appropriate and refer revisions to CAPM 39-1, "Civil Air Patrol Uniform Manual," to the Development Committee through USAF channels as necessary.

Amend CAPR 66-1, "CAP Aircraft Maintenance Management;" and CAPR 77-1, "Operation and Maintenance of CAP Vehicles" and review other regulations for appropriate changes.

ESTIMATED FUNDING IMPACT

Minimal.

REGULATIONS AND FORMS AFFECTED:

CAPRs 66-1, 77-1, 900-2, and CAPM 39-1.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. Note that it will take time for Vanguard to obtain necessary stock.

AIR FORCE COMMENTS

NEC ACTION

PROPOSED REVISION TO CAP “COMMAND EMBLEM”

Currently Approved “Command Emblem”



Proposed “Command Emblem”

