

Subject: Survey of Aviation Cadet Recruitment Activities

To: All CAP Unit Commanders for IMMEDIATE ACTION

1. It is essential that National Headquarters and each Wing Command have records of the results of CAP's campaign to recruit Aviation Cadets for the Army Air Forces. Continual checking will reveal areas where unusual results have been secured and where we will want to know how they did it, and other areas where action is lagging, though we hope there will be none in the latter category.

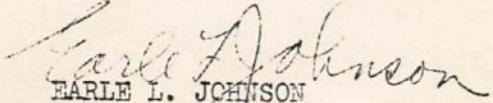
2. The following information is requested from all CAP units each month:

- a. Number of active CAP members in unit.
- b. Number of active CAP Cadets attached to unit.
- c. Estimated number of young men between 17 and 26 inclusive interviewed by CAP members to interest them in becoming Aviation Cadets.
- d. Estimated number of young men so interviewed who apply for Aviation Cadet examination.
- e. Actual number of young men who pass the examination and are accepted for Aviation Cadet training by the Army Air Forces.
- f. Names and addresses of those accepted.
- g. Ratio of those accepted to CAP membership. (Total number of Cadets procured by the CAP unit and accepted, divided by the total number of CAP members active in the unit.)
- h. Publicity placed by the CAP unit in its area regarding the recruitment program. Attach clippings.
- i. Information regarding aerial exhibitions, meetings, displays, posters, and other methods used by the CAP unit. Ideas which other CAP units can use and pictures which can be issued for publicity are particularly wanted.

3. Each unit will prepare the above data immediately on receipt of this notice and send to Wing headquarters through channels. Each intermediate command (Groups, and Squadrons with Detached Flights) will take off data from the reports so as to know what each unit under its command is doing.

4. Each Wing command will compile data covering the recruitment work of the whole Wing to cover the period from the beginning of the recruitment campaign last month to the date in July when the figures are gathered. It is requested that this information be transmitted to National Headquarters with the regular monthly report of the Wing to arrive here not later than August 5, without fail. Do not break down the figures by individual units; just give the totals for the entire Wing. But you may include appropriate notes on the performance of some of the units to which you may want to call particular attention.

5. Be sure this notice is distributed to all units. If any do not reply, immediate steps should be taken to appoint new officers. It is particularly important that Intelligence Officers function in this program. Those who do not should be replaced at once by competent officers who will do the work.

  
EARLE L. JOHNSON  
National Commander