

**HISTORY OF
HOWARD TOWN CADET SQUADRON MAR-DC-130
National Capital Wing**

Civil Air Patrol
Auxiliary of the United States Air Force

1 January, 2021 through 31 December, 2021

Volume II Supporting Documents



Squadron Patch Pending

Prepared By

Lt Colonel Thomas E. Lutz Allen, CAP
Squadron Historian

Reviewed By

Major Mathew A. Clayton, CAP
Howard Town Cadet Squadron Commander

REGION COMMANDER APPROVAL

Colonel Bruce Heinlein, CAP
Mid-Atlantic Region Commander



HOWARD TOWN CADET SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
Washington DC

5 April 2022

MEMORANDUM FOR WHOM IT MAY CONCERN

FROM: DC130/CC

SUBJECT: Howard Town Cadet Squadron 2021 Annual History Approval

The Howard Town Cadet Squadron 2021 Annual History Volumes I and II are approved.

A handwritten signature in black ink, appearing to read "Mathew A. Clayton". The signature is written over a horizontal line. A small "x" is written to the left of the line.

Mathew A. Clayton, Maj, CAP
Commander

DOC#	DATE	EMAIL ADDRESSEE	EVENT
1	5-Feb-2021	llis.j@natcapwg.cap.gov New Squadron	New Squadron being formed in DC
2	6-Feb-2021	llis.j@natcapwg.cap.gov	Re: New Squadron being formed in DC
3	7-Feb-2021	clayton.m@natcap.gov	New Squadron being formed in DC
4	10-Feb-2021	clayton.m@natcap.gov	New Squadron Planning Meeting, Feb 17; 1700-1800
5	15-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, Feb 17; 1700-1800
6	17-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, Feb 17; 1700-1800
7	17-Feb-2021		Slide Presentation: National Capital Wing New Squadron "Citizens Serving Communities (1)
8	17-Feb-2021		CAPR 30-1, 13 Jan 2020, Figure 12 -- Cadet Squadron Organization Chart (Senior Member Positions)(1)
9	17-Feb-2021		CAPR 30-1, 13 Jan 2020, Figure 13 -- Cadet?Composite Squadron Organization Chart (Cadet Positions)(1)
10	17-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, Feb 17; 1700-1800
11	17-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, Feb 17; 1700-1800
12	25-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, Feb 24; 1700-1800
13	25-Feb-2021	tanchoteac@aol.com	Re: New Squadron Planning Meeting, Feb 24; 1700-1800
14	25-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, March 3r d, 1700-1800
15	25-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, March 3rd, 1700-1800
16	25-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, March 3rd, 1700-1800
17	25-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, March 3rd, 1700-1800
18	26-Feb-2021	clayton.m@natcap.gov	CBS interviews NASA Flight Director
19	28-Feb-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, March 3r d, 1830-2100
20	1-Mar-2021	clayton.m@natcap.gov	Women's History Month; Women in Aviation
21	2-Mar-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, March 3r d, 1830-2100
22	3-Mar-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, March 3r d, 1830-2100

DOC#	DATE	EMAIL ADDRESSEE	EVENT
23	4-Mar-2021	clayton.m@natcap.gov	Re: New Squadron Planning Meeting, March 3rd, 1830-2100
24	5-Mar-2021	clayton.m@natcap.gov	Pandemic could accelerate gender equality process in aviation, ICAO chief; and Airlines Promoting Women Pilots Articles
25	5-Mar-2021	clayton.m@natcap.gov	March 10 Meetin: 1830-2100; ABU's
26	10-Mar-2021	clayton.m@natcap.gov	Re: DC130 Howard Town Chartered! Need to Confirm Info.
27	10-Mar-2021	clayton.m@natcap.gov	Squadron Position
28	10-Mar-2021	clayton.m@natcap.gov	Re: Squadron Planning Meeting, Ivlar 10th, 18100-2100
29	10-Mar-2021	clayton.m@natcap.gov	Re: Squadron Planning Meeting, March 10th, 18100-2100
30	11-Mar-2021	clayton.m@natcap.gov	Duties and Committees Roles
31	12-Mar-2021	clayton.m@natcap.gov	Howard Town Open House Planning and Squadron Meeting; 17 Mar 1800-2100
32			Howard Town Cadet Squadron Open House Agenda 03/24 (2)
33			Howard Town Cadet Squadron Open House Flyer 03/24 (2)
34	12-Mar-2021	clayton.m@natcap.gov	Re: Howard Town Open House Planning and Squadron Meeting; 17 Ivlar 1800-2100
35	15-Mar-2021	clayton.m@natcap.gov	Promotions and Specialty Track Advancement" Please Read"
36	15-Mar-2021	clayton.m@natcap.gov	Howard Town Open House Planning and Squadron Meeting; 17 Mar 18002100
37	15-Mar-2021	clayton.m@natcap.gov	Re: Promotions and Specialty Track Advancement *Please Read'
38	17-Mar-2021	clayton.m@natcap.gov	Re: Howard Town Open House Planning and Squadron Meeting; 17 Mar 1800-2100
39	17-Mar-2021	clayton.m@natcap.gov	FAA Aviation Safety STEM Career Symposium, April 29, 2021
40	17-Mar-2021	tanchoteac@aol.com	Re: Howard Town Open House Planning and Squadron Meeting; 17 Ivlar 1800-2100
41	17-Mar-2021	clayton.m@natcap.gov	Re: Howard Town Open House Planning and Squadron Meeting; 17 Ivlar 1800-2100
42	18-Mar-2021	clayton.m@natcap.gov	Re: Squadron Position
43	25-Mar-2021	clayton.m@natcap.gov	One+on-Ones
44	25-Mar-2021	clayton.m@natcap.gov	Fwd: [Squadron Commanders] Fwd: EXTERNAL] Checking if there are any

DOC#	DATE	EMAIL ADDRESSEE	EVENT
			recordings and slides from Job Shadow Week
45			NASA's Internship Opportunities (3)
46			Slide Presentation "Job Shadow Week Presentation"
47	25-Mar-2021	clayton.m@natcap.gov	Fwd: Leadership Bootcamp Submission @ Tuskegee
48			Flyer: Tuskegee Composite Squadron Cadet Program, the Leadership Bootcamp (4)
49			Tuskegee Composite Squadron Cadet Program Leadership Boot Camp, 24 April 2021, 0800-1500 (4)
50			Example, CAPF 160S - Real Time Risk Assessment Worksheet (4)
51	26-Mar-2021	clayton.m@natcap.gov	Falcon 9 Rocket Debris Sighted
52	28-Mar-2021	clayton.m@natcap.gov	Re: One-on_Ones
53	28-Mar-2021	tanchoteac@aol.com	Re: One-on—Ones
54	29-Mar-2021	clayton.m@natcap.gov	Re: One-on—Ones
55	30-Mar-2021	clayton.m@natcap.gov	USAF PA Article on Open House
56	30-Mar-2021	clayton.m@natcap.gov	Squadron Meeting; 31 March 1830-2100 *SAFETY'...Then fun!
57	31-Mar-2021	clayton.m@natcap.gov	Fwd: Military Teen Summit Photo Video Release and Example Video
58			Form: Boys and Girls Club of America, Photo-Video Release Form (5)
59	6-Apr-2021	clayton.m@natcap.gov	Squadron Meeting; 07 Apr 1800.2100, UOD Blues
60	6-Apr-2021	clayton.m@natcap.gov	MD and VA Wing Encampments
61	7-Apr-2021	clayton.m@natcap.gov	Squadron Monthly History Report
62	7-Apr-2021	clayton.m@natcap.gov	Presentation Planning; Meeting Schedules
63	13-Apr-2021	clayton.m@natcap.gov	STEM Symposium 29 April
64	13-Apr-2021	clayton.m@natcap.gov	Squadron Meeting; Safety/Volunteeing1Leadership; 14 April 1830-2100
65	13-Apr-2021	clayton.m@natcap.gov	Re: Squadron MeetingSafety/Volunteeing1Leadership; 14 April 1830-2100
66	20-Apr-2021	clayton.m@natcap.gov	Squadron Meeting; 21 April 1830—2100
67	23-Apr-2021	clayton.m@natcap.gov	SPACE NEWS!
68	3-May-2021	clayton.m@natcap.gov	NCSA Info
69	3-May-2021	clayton.m@natcap.gov	RE: Senior Member/Staff Meeting; 5 May 1800-1830
70	4-May-2021	clayton.m@natcap.gov	May Schedule

DOC#	DATE	EMAIL ADDRESSEE	EVENT
71	4-May-2021	clayton.m@natcap.gov	May 5th Meeting, 1830-2100
72	10-May-2021	clayton.m@natcap.gov	Re: May 5th Meeting, 1830—2100
73	11-May-2021	clayton.m@natcap.gov	Leadership/ Safety Meeting; 12 May 1830-2100
74	14-May-2021	clayton.m@natcap.gov	NYTimes: China's Mars Rover Mission Lands on the Red Planet
75	15-May-2021	clayton.m@natcap.gov	NatCap Wing Emails
76	15-May-2021	clayton.m@natcap.gov	Mars News
77	26-May-2021	clayton.m@natcap.gov	May 26th; PT, Teambuilding and Cadet Commanders Briefing, 1830-2100
78	26-May-2021	clayton.m@natcap.gov	Fwd: Update: National CAP High Altitude Balloon Challenge
79	26-May-2021	clayton.m@natcap.gov	Fwd: CAP Challenge— Kick-Off - May 27th 8pm ET
80	26-May-2021	clayton.m@natcap.gov	June Schedule
81	2-Jun-2021	clayton.m@natcap.gov	Pride Month Aerospace/Character Development Meeting; June 2, 1830-2100
82	2-Jun-2021	clayton.m@natcap.gov	Re: Pride Month Aerospace/Character Development Meeting; June 2, 1830-2100
83	2-Jun-2021	clayton.m@natcap.gov	Re: Pride Month Aerospace/Character Development Meeting; June 2, 1830-2130
84	2-Jun-2021	clayton.m@natcap.gov	Re: Pride Month Aerospace/Character Development Meeting; June 2, 1830-2130
85	2-Jun-2021	clayton.m@natcap.gov	Re: Pride Month Aerospace/Character Development Meeting; June 2, 1830-2130
86	3-Jun-2021	clayton.m@natcap.gov	Re: Pride Month Aerospace/Character Development Meeting; June 2, 1830-2130
87	6-Jun-2021	clayton.m@natcap.gov	Fwd: [All NatCap G Suite Users] Training Leaders of Cadets (TLC) BASIC - 18 Jul
88	8-Jun-2021	clayton.m@natcap.gov	Leadership/Safety Meeting; 09 June, 1830-2100
89	10-Jun-2021	clayton.m@natcap.gov	Ring Of Fire Solar Eclipse!
90	14-Jun-2021	clayton.m@natcap.gov	Patch Committee Meeting, Tonight 1830
91			Guide: Civil Air Patrol Heraldry Guide (6)
92			Illustration: First Proposed Squadron Patch with Statement (6)
93			Illustration: Second Proposed Squadron Patch with Statement (6)
94	14-Jun-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting, Tonight 1830
95	14-Jun-2021	tanchoteac@aol.com	Re: Patch Committee Meeting, Tonight 1830
96	16-Jun-2021	tanchoteac@aol.com	Re:
97	18-Jun-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting, Reschedule

DOC#	DATE	EMAIL ADDRESSEE	EVENT
98	20-Jun-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting, Reschedule
99	21-Jun-2021	clayton.m@natcap.gov	Disaster Relieve and Air Search and Rescue Ribbon
100	23-Jun-2021	clayton.m@natcap.gov	PT/Team Building/Volunteering Meeting; 23 June, 1830
101	28-Jun-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting, Reschedule
102	5-Jul-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting, Reschedule
103	7-Jul-2021	clayton.m@natcap.gov	Schedule for July
104	7-Jul-2021	clayton.m@natcap.gov	Aerospace and Character Dev opment. 1830
105	12-Jul-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting
106	14-Jul-2021	clayton.m@natcap.gov	Emergency Services and Safety/Volunteering Meeting; 14 July, 1830-2100
107	14-Jul-2021	tanchoteac@aol.com	Meeting for Tonight
108	17-Jul-2021	clayton.m@natcap.gov	Fwd: [All NatCap G Suite Users] LAST MINUTE TLC Opportunity
109	19-Jul-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting,
110	28-Jul-2021	clayton.m@natcap.gov	PT/Volunteering, Teambuilding Meeting; 1830-2100
111	31-Jul-2021	clayton.m@natcap.gov	STEM Kit Monday Meetings, 1900 Tuskegee Squadron
112	2-Aug-2021	clayton.m@natcap.gov	Re: STEM Kit MondayMeetings, 1900 Tuskegee Squadron
113	4-Aug-2021	clayton.m@natcap.gov	Re: Schedule for August, Reply All
114	7-Aug-2021	clayton.m@natcap.gov	Re: STEM Kit MondayMeetings, 1900 Tuskegee Squadron, Reply All
115	9-Aug-2021	clayton.m@natcap.gov	Re: STEM Kit Monday Meetings, 1900 Tuskegee Squadron, Reply All
116	13-Aug-2021	clayton.m@natcap.gov	Re: STEM Kit Monday Meetings, 1900 Tuskegee Squadron, Reply All
117	18-Aug-2021	clayton.m@natcap.gov	Aerospace and Emergency Services Meeting; 1830-2100
118	18-Aug-2021	tanchoteac@aol.com	Re: Aerospace and Emergency Services Meeting; 1830-2100
119	25-Aug-2021	clayton.m@natcap.gov	Re: PT/Volunteering, Teambuilding Meeting; 1830-2000
120	29-Aug-2021	clayton.m@natcap.gov	STEM Meeting Monday
121	11-Sep-2021	clayton.m@natcap.gov	5th Week Meeting; 1830-2100
122	11-Sep-2021	clayton.m@natcap.gov	Re: 5th Week Meeting; 1830-2100
123	5-Sep-2021	clayton.m@natcap.gov	Re: Schedule for September, Reply All
124	5-Sep-2021	clayton.m@natcap.gov	Re: Schedule for September, Reply All
125	8-Sep-2021	clayton.m@natcap.gov	Re: Schedule for September, Reply All

DOC#	DATE	EMAIL ADDRESSEE	EVENT
126	8-Sep-2021	clayton.m@natcap.gov	Fwd: DCCs - Announce BCS Sign-Up to Your Cadets
127	8-Sep-2021	clayton.m@natcap.gov	Fwd: Prepare your cadets now for next year's flight academies / applications due 15 January
128	13-Sep-2021	clayton.m@natcap.gov	Re: STEM Meeting Monday
129	14-Sep-2021	clayton.m@natcap.gov	Re: Schedule for September, Reply All
130	19-Sep-2021	clayton.m@natcap.gov	Fwd: Yeager Award Challenge- USAF Birthday - WWCD
131			Illustration: How to Take the Yeager Award Exam (7)
132			Picture: Brigadier General Yeager (7)
133			Picture CAP Yeager Award Ribbon (7)
134	22-Sep-2021	clayton.m@natcap.gov	PT, Volunteering, Teambuilding Meeting; 1830-2000
135	22-Sep-2021	clayton.m@natcap.gov	Re: Meeting for tonight
136	22-Sep-2021	clayton.m@natcap.gov	Fwd: PROPS: Meet Civil Air Patrol's Latest Space Explorer
137			News: Civil Air Patrol PROPS (8)
138	29-Sep-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting, Tonight 1830
139			Illustration: First Proposed Squadron Patch with Statemenet (9)
140			Illustration: Second Proposed Squadron Patch with Statemenet (9)
141	29-Sep-2021	clayton.m@natcap.gov	Re: 5th Week Meeting; 1830-2100
142	29-Sep-2021	tanchoteac@aol.com	NATCAP Historical Request
143	2-Oct-2021	clayton.m@natcap.gov	October Schedule, Reply All
144	2-Oct-2021	clayton.m@natcap.gov	Fwd: O-ride seats open for 9 and 10 Oct
145	2-Oct-2021	clayton.m@natcap.gov	Fwd: [Squadron Commanders] Opportunities for Cadet Visits
146	2-Oct-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting, Tonight 1830
147	2-Oct-2021	clayton.m@natcap.gov	Fwd: [Squadron Commanders] Opportunities for Cadet Visits
148	6-Oct-2021	clayton.m@natcap.gov	Meeting Tonight, 1830-2100
149	6-Oct-2021	clayton.m@natcap.gov	Re: Patch Committee Meeting, Tonight 1830
150			Howard Town Cadet Squadron (DC130) IN DC, Website document: https://natcapwg.cap.gov/squadrons/dc130 (10)
151	8-Oct-2021	clayton.m@natcap.gov	Re: Encampment Ribbon w/clasp
152	8-Oct-2021	tanchoteac@aol.com	Re: Encampment Ribbon w/clasp

DOC#	DATE	EMAIL ADDRESSEE	EVENT
153	13-Oct-2021	tanchoteac@aol.com	Re: Meeting Tonight, 1830-2100
154	13-Oct-2021	clayton.m@natcap.gov	Fwd: CAP-R 60—1 Preview
155	15-Oct-2021	clayton.m@natcap.gov	Re: My Address and contacting Colonel Cooper
156	15-Oct-2021	clayton.m@natcap.gov	Physical Address Confirmation, Read Entire Email Please
157	20-Oct-2021	clayton.m@natcap.gov	AE and Leadership Meeting, 1830-2100
158	20-Oct-2021	clayton.m@natcap.gov	Boulders On Mars Suggest a Warm and Humid Past l Time
159	20-Oct-2021	clayton.m@natcap.gov	New Jupiter Photos!
160	20-Oct-2021	clayton.m@natcap.gov	Fwd: [All NatCap G Suite Users] Wing Event: Military Working Dog Demo
161	20-Oct-2021	clayton.m@natcap.gov	Fwd: Cadets learn to fly for free -- look here for Civil Air Patrol CadetInvest
162	20-Oct-2021	clayton.m@natcap.gov	Fwd: 2022 Tri Wing Encampment Staff RFI
163	26-Oct-21	clayton.m@natcap.gov	Re: Forget it WRONG DAY!!!!!!!!!!!!!!II!!!!!!II
164	27-Oct-21	clayton.m@natcap.gov	Re: Meeting Tonight, 1830-2100
165	30-Oct-21	clayton.m@natcap.gov	Fwd: [SquadronCommanders] Revised Accident Notification Letter
166	30-Oct-21		NATCAP Memo, dated 30 Oct 2021, Subject: Accident Notification (supersedes Memo, 13 Mar 21)(11)
167	3-Nov-11	clayton.m@natcap.gov	Schedule for November
168	3-Nov-21	clayton.m@natcap.gov	FAA STEM Airport Design Challenge Registration
169	3-Nov-21	clayton.m@natcap.gov	Fwd: [Squadron Commanders] Army Museum tour 14 Nov
170	4-Nov-21	clayton.m@natcap.gov	Re: [Squadron Commanders] Army Museum tour 14 Nov
171	9-Nov-21	clayton.m@natcap.gov	Re: Schedule for November
172	10-Nov-2021	clayton.m@natcap.gov	Staff Meeting
173	10-Nov-2021	clayton.m@natcap.gov	Re: Schedule for November
174	25-Nov-2021	clayton.m@natcap.gov	Happy Thanksgiving/Native American Heritage Day
175	1-Dec-2021	clayton.m@natcap.gov	Schedule for December
176	1-Dec-2021	clayton.m@natcap.gov	01 December Meeting, Character Development and Aerospace Education
177	1-Dec-2021	clayton.m@natcap.gov	Fwd: Fw: PROPS: Celebrating 80 Years of Serving America's Communities, Saving Lives, Shaping Futures
178			News: Civil Air Patrol PROPS (12)
179	20-Dec-2021	clayton.m@natcap.gov	Fwd: [Squadron Commanders] Fwd: NASA Touches the Sun in a Historic First

DOC#	DATE	EMAIL ADDRESSEE	EVENT
180			News Document: NASA Explore (13)
181	21-Dec-2021	tanchoteac@aol.com	Other CAP Personal business
182	22-Dec-2021	clayton.m@natcap.gov	PT and Team Building/Volunteering Meeting; 1830-2000
183	22-Dec-2021	clayton.m@natcapwg.cap.gov	Fwd: Disaster Relief Ribbon with V
184			CAP Form 2A, OCT 08, Award of Disaster Relief Ribbon with V device, Cadet McLeod, dated 20 Dec 2021 (14)
185			HQ CAP/DOD, Subject: Disaster Relief Ribbon with V Device, dated 9 December 2021 (14)
186	23-Dec-2021	clayton.m@natcapwg.cap.gov	Space News!!
187			NASA Space News (15)
188	23-Dec-2021	clayton.m@natcapwg.cap.gov	Re: Outstaing Actions
189	23-Dec-2021	tanchoteac@aol.com	Re: Disaster Relief Ribbon with V
190	24-Dec-2021	clayton.m@natcapwg.cap.gov	Re: 2021 COY Award Nominations
191	24-Dec-2021	clayton.m@natcapwg.cap.gov	Re: 2021 COY Award Nominations
192	24-Dec-2021	tanchoteac@aol.com	Re: 2021 COY Award Nominations
193	24-Dec-2021	clayton.m@natcapwg.cap.gov	Re: 2021 COY Award Nominations
194	24-Dec-2021	tanchoteac@aol.com	Fwd: Encampment Ribbon w/clasp
195	24-Dec-2021	clayton.m@natcapwg.cap.gov	Documentation for 2 additional awards of the Senior Recruitor Ribbon
196			CAP FORM 2A, Award of Recruiting , Cadet McLeod, 1Lt Allen dated 10 Apr 1980 (16)
197			CAP FORM 2A, Award of Recruiting , Cadet McLeod, Capt Allen dated 22 Oct 1981 (16)
198	24-Dec-2021	clayton.m@natcapwg.cap.gov	Request Enrollment In Additional Specialty Track Specialty Training
199	27-Dec-2021	clayton.m@natcapwg.cap.gov	Request Enrollement in Additional Specialty Tracks/Training
200	31-Dec-2021	tanchoteac@aol.com	Holiday and Activity Safey Briefing