

Civil Air Patrol National Board Agenda



**3-4 September 2009
San Antonio, Texas**

3-4 September 2009

Contents

OPEN SESSION

Consent Agenda Items

1a. Approval of the February 2009 NB Minutes	Col Chazell.....	5
1b. Property Freeze	Col Charles.....	6
1c. Property Table of Allowances.....	Col Charles.....	8
1d. Corporate Property Management.....	Col Charles.....	9

Action Agenda Items (NCAC in attendance for items 2-11, if possible)

2. CAP National Vice Commander Election	Col Herrin.....	10
3. Organizational Missions – Election.....	Col Oakman.....	12
4. Revision and Update of CAPR 35-7 Removal of CC and CV	Col Linker.....	14
5. Electronic Devices during Testing	Col Phelka.....	16
6. Medication at CAP Activities	Col Herrin.....	18
7. Changing Cadet Milestone Award Authorities	Col Skrabut.....	20
8. Cadet Progression	Col Himebrook.....	22
9. Cadet Advisory Council Term Limits	Col Haffner.....	24
10. Confirmation of CS, NFO, NLO, NC, Chaplain, IG	Maj Gen Courter.....	26
11. Safety Program Requirements	Col Ward, USAF.....	27
12. Making Accident / Incident Information Available to Pilots	Col Reeves.....	36
13. Change to CAPR 160-1 (Health Services)	Col Chazell.....	38
14. CAPF 34 Negative Reporting (Chaplain Corps)	Col Skrabut.....	41
15. Clear Text Wing Radio Call Signs	Col Miller.....	43
16. National Check Pilot Standardization Course.....	Col Chazell.....	45
17. National Staff College Prerequisites for NCOs.....	Col Saile.....	47

Old Business

18. Old Business		
18a. Change to CAP Senior Rank Structure (Winter 2001 NB).....		49
18b. Confidentiality of Internet Email (Winter 2009 NB)		51
18c. Aerospace Education Officer of the Year (Winter 2009 NB).....		54
18d. Annual Safety Survey Findings (Spring 2009 NEC).....		59
18e. Safety Responsibilities (Spring 2009 NEC).....		61
18f. Deferring Discrepancies on Discrepancy Log (Winter 2009 NB).....		66
18g. Outer Garments for Corporate Uniform (Winter 2009 NB)		69
18h. BoG Quorum (Spring 2009 NEC)		72

Reports

19. Advisor, Executive, Staff and Committee Reports.....	Col Chazell.....	74
--	------------------	----

New Business

20. New Business		
20a. Awards, Decorations, and Promotions		75

**CIVIL AIR PATROL
NATIONAL BOARD MEETING
3-4 September 2009
San Antonio, Texas**

OPEN SESSION

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

NATIONAL BOARD

(As of 28 August 2009)

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

NATIONAL OFFICERS

*Maj Gen Amy S. Courter, CAP	Nat'l Commander
*Brig Reggie L. Chitwood, CAP	Nat'l Vice Commander
**Col William R. Ward, USAF	CAP-USAF Commander
*Col Russell E. Chazell CAP	Nat'l Chief of Staff
*Col Fredric K. Weiss, CAP	Nat'l Finance Officer
*Col Barry S. Herrin, CAP	Nat'l Legal Officer
*Col William S. Charles, III, CAP	Nat'l Controller
**Col James F. Linker, CAP	Nat'l Inspector General
**Ch, Col Whitson B Woodard, CAP	Chief Chap. Service

MIDDLE EAST REGION

*Col Joseph R. Vazquez, CAP	Region Commander
Col Eugene L. Egly, III, CAP	Delaware
Col Gerard W. Weiss, CAP	Maryland
Col Richard J. Cooper Jr., CAP	National Capital
Col Roy W. Douglass, CAP	North Carolina
Col Aurel E. Smith, CAP	South Carolina
Col. David A. Carter, CAP	Virginia
Col Rodney A. Moore, CAP	West Virginia

NORTHEAST REGION

*Col Christopher J. Hayden, CAP	Region Commander
Col Peter Jensen, CAP	Connecticut
Col Daniel M. LeClair, CAP	Maine
Col David A. Belcher, CAP	Massachusetts
Col Donald C. Davidson, CAP	New Hampshire
Col David L. Mull, CAP	New Jersey
Col Kenneth Andreu, CAP	New York
Col Mark A. Lee, CAP	Pennsylvania
Col Anthony Gagliardi, CAP	Rhode Island
Col Thomas P. Benckert Jr., CAP	Vermont

GREAT LAKES REGION

*Col Charles L. Carr, CAP	Region Commander
Col Gordon A. Larson, CAP	Illinois
Col Warren M. Reeves, CAP	Indiana
Col Robert J. Koob, CAP	Kentucky
Col Michael A. Saile, CAP	Michigan
Col David M. Winters, CAP	Ohio
Col Donald J. Haffner, CAP	Wisconsin

SOUTHEAST REGION

*Col James M. Rushing, CAP	Region Commander
Col Michael A. Oakman, CAP	Alabama
Col Christian F. Moersch, III, CAP	Florida
Col James W. Hughes, CAP	Georgia
Col Tillman C. Carroll, CAP	Mississippi
Col Rafael C. Roman, CAP	Puerto Rico
Col George B. Melton, CAP	Tennessee

ROCKY MOUNTAIN REGION

*Col Donald G. Cortum, CAP	Region Commander
Col Edward D. Phelka, CAP	Colorado
Col David A. Guzman, CAP	Idaho
Col Herb Cahalen, CAP	Montana
Col Robert M. Bost, CAP	Utah
Col Stanley A. Skrabut, CAP	Wyoming

NORTH CENTRAL REGION

*Col Steven W. Kuddes, CAP	Region Commander
Col Ronald S. Scheitzach, CAP	Iowa
Col Regena M. Aye, CAP	Kansas
Col Thomas B. Theis, CAP	Minnesota
Col John A. Mais, CAP	Missouri
Col Robert K. Todd, CAP	Nebraska
Col Karl R. Altenburg, CAP	North Dakota
Col Michael A. Beason, CAP	South Dakota

PACIFIC REGION

*Col Larry F. Myrick, CAP	Region Commander
Col Carl L. Brown, CAP	Alaska
Col Kenneth W. Parris, CAP	California
Col Roger M. Caires, CAP	Hawaii
Col Ralph L. Miller, CAP	Nevada
Col Brian L. Bishop, CAP	Oregon
Col David E. Maxwell, CAP	Washington

SOUTHWEST REGION

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

*Voting Members of National Executive Committee - 14

** Non voting members of National Board - 3

CORPORATE TEAM

Mr. Don R. Rowland
Mr. Johnny Dean
Ms. Susan Easter
Mr. Marc Huchette
Mr. Larry Kauffman
Mr. Jim Mallett
Mr. Rafael Robles
Mr. John A. Salvador
Mr. Gary Schneider

Executive Director
Director, Plans & Requirements
Chief Financial Officer
Director, Public Awareness & Membership Development
Assistant to Executive Director for Fleet Management
Director, Educational Programs
General Counsel
Director, Missions
Director, Logistics & Mission Resources

CONSENT AGENDA ITEM 1a PM Action

SUBJECT: Approval of the February 2009 National Board Minutes

Author: None

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

The minutes of the February 2009 National Board meeting were distributed in draft form. This allowed the National Board members a chance to review the minutes for any discrepancies.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the February 2009 National Board Meeting minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur as drafted.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

**SUBJECT: Property Freeze
CAP/NC – Col Charles**

Author: Col Charles

INFORMATION BACKGROUND:

Currently CAPR 67-1, *Civil Air Patrol Property Regulation*, allows CAP-USAF and the CAP National Commander to impose a Logistics Freeze on wings exhibiting inadequate control over resources. The different freeze levels impose varying degrees of restrictions on missions, receiving property, and reimbursement for repairs. The purpose of the freeze level is to prevent property accountability problems from worsening.

The logistics freeze has proven to be an effective way to encourage units to prioritize their efforts to resolve property management issues. Additional changes to the freeze policy will further improve property management throughout CAP.

Firstly, the authority to impose a Logistics Freeze should be extended to region and wing commanders to assist them in resolving outstanding property concerns in subordinate units at any level. Region or wing commanders should have the authority to initially establish a freeze at Level I, II or III depending on the severity of the property management within a unit. Expanding the scope of the freeze process will permit commanders to better address property management within the subordinate units.

Second, we should discontinue the use of a separate freeze for Logistics and Communication. With the launch of ORMS, property accountability procedures will be virtually identical for all property and commanders must work to ensure all parts of the unit are working together effectively as a single team.

Next, the CAP Constitution and Bylaws clearly indicates that all property acquired by any CAP unit is corporate property under the control of the corporation. In the context of property freeze authority, prevention of property acquisition should be extended to apply to acceptance of donations and purchasing of property with corporate funds. Having property accountability policies and procedures that differ because of source is inconsistent with high standards of ethical governance.

For additional consideration, a property freeze should be made automatically effective for late accomplishment of annual or changeover inventories or receipt of a Supply or Communications grade of "marginal" or "unsatisfactory" for a compliance inspection, CAP-USAF Survey Audit, subordinate unit inspection or staff assistance visit. Inventory reporting is a perennial problem with in CAP. With simplification offered in ORMS, inventories may be accomplished much more easily than in the past. Timely inventories will prevent much of the property loss that has occurred in the past.

Finally, to encourage faster resolution, Level I freeze should automatically escalate to a Level II freeze if it has not been resolved within 6 months of its imposition.

Approval of these items will be reflected in the new CAP property regulation.

September 2009 National Board Agenda

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the following, effective not later than 1 November 2009:

1. Allow region, wing and group commanders to impose a Logistics Freeze of any level on subordinate units exhibiting inadequate control over assigned property.
2. Discontinue the use of separate freezes from Logistics and Communications.
3. Imposition of a freeze should include restrictions on acquiring property from non-federal sources.
4. Automatically impose a Level II freeze on units for failure to accomplish inventories within the prescribed time limits or for receipt of a "marginal" or "unsatisfactory" grade on a compliance inspection, CAP-USAF survey Audit, staff assistance visit or subordinate unit inspection.
5. Make escalation to Level II freeze automatic if a Level I freeze is not resolved within 6 months.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

REGULATIONS AND FORMS AFFECTED:

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

NATIONAL BOARD ACTION

CONSENT AGENDA ITEM 1c

LG

Action

SUBJECT: Property Table of Allowances

Author: Col Charles

CAP/NC – Col Charles

INFORMATION BACKGROUND:

A significant portion of CAP's property control efforts go into the management of items obtained from DoD or other federal sources. These items are usually obtained from federal excess property offices such as the Defense Reutilization Marketing Office (DRMO). Oftentimes, enthusiastic property officers will requisition more property than they require or items that are of questionable use to CAP. To more clearly define the scope of what may be obtained from government excess-property sources CAP should establish the Table of Allowances for supplies, equipment and communication equipment as the limit of what equipment may be withdrawn for CAP use. Wing and Region commander-endorsed exceptions would be permitted with CAP-USAF and National Controller approval.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the establishment of the Table of Allowances as the exclusive list of items that may be withdrawn from federal excess property sources. CAP-USAF and National Controller approval would be required to withdraw additional items or quantities not listed, effective not later than 1 November 2009.

ESTIMATED FUNDING IMPACT:

Limiting withdrawal lists will reduce CAP's liability for items lost through negligence

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

REGULATIONS AND FORMS AFFECTED:

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

NATIONAL BOARD ACTION

CONSENT AGENDA ITEM 1d

LG

Action

SUBJECT: Corporate Property Management

Author: Col Charles

CAP/NC – Col Charles

INFORMATION BACKGROUND:

The CAP Constitution and Bylaws clearly indicates that all property acquired by any CAP unit is corporate property under the control of the corporation. For standardization of management and improved accountability all non-expendable property obtained from any non-federal source, including donations, should be managed within the Operational Resource Management System (ORMS). Having property accountability policies and procedures that differ because of source is inconsistent with high standards of ethical governance.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the requirement that all CAP non-expendable property be managed within the Operational Resource Management System (ORMS), effective not later 1 November 2009.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

REGULATIONS AND FORMS AFFECTED:

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

NATIONAL BOARD ACTION

AGENDA ITEM 2

GC

Action

SUBJECT: CAP National Vice Commander Election

Author: None

CAP/NLO – Col Herrin

INFORMATION BACKGROUND:

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

The election rules will be sent to each individual National Board member prior to the election and are attached to this item.

PROPOSED NATIONAL BOARD ACTION:

That the National Board conducts an election for the office of National Vice Commander.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

September 2009 National Board Agenda

Election of the CAP Vice Commander:

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

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

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

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

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

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

When there are more than 2 nominees, the nominee receiving the lowest number of votes shall be dropped from the next ballot until there are only two nominees.

Whenever any nominee receives a majority of the votes, that nominee is elected.

AGENDA ITEM 3

GC/ED

Action

SUBJECT: Organizational Mission - Elections

Author: Col Oakman

AL Wg/CC – Col Oakman

INFORMATION BACKGROUND:

There have been many advances in technology that has increased our corporate and interpersonal communications capabilities across our organization. These advances change the way in which the leadership could be vetted, interviewed, selected or elected, and supported.

Behind the many ways elections and campaigns are run in our country, there are supporting mechanisms that enable the process that exists: the media, the campaign committees, the fund-raising process, etc. While CAP is a large organization, bearing the costs of these check-and-balance systems may not be feasible. All of these considerations should be reviewed.

As there are many choices for the ways in which CAP could select or elect our leaders at the wing, region and national level, we should have a team of experts from our membership assist us in determining the reasonable options.

PROPOSED NATIONAL BOARD ACTION:

A. That the National Board direct the National Commander to select and charge a task force to research and propose options for garnering our Executive Officers in CAP. The “Executive Officer Selection/Election Task Force” will report all progress back to each NEC, NB, and BoG meeting, providing final recommendations at the 2011 Winter National Board meeting. The Task Force should be comprised of a minimum of the following personnel:

- Chairman National Chief of Staff
- National Legal Officer
- National Human Resources
- National Personnel & Member Actions
- One National Executive Committee Member – Region Commander
- One National Board Member – Wing Commander
- One Squadron Commander – Level 4 – Level 5 Qualified

B. That the National Board direct the NHQ staff and Volunteer staff to write/update detailed job descriptions and develop qualifications and selection process of positions for the NEC members and Region and Wing Commanders.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

No comment.

CAP-USAF HEADQUARTERS' COMMENTS:

Non-concur. The concept of unity of command would be significantly degraded if, for instance, the wing commander was answerable only to the members of his wing. The ability of the national commander or any region commander to implement national policies and goals would be hindered if appointment/removal authority was removed from their discretion. Wing and region commanders are not just corporate officers representing their constituents at the national board. They are also commanders in a military style hierarchy. As such, the organizational construct must also reinforce loyalty up the chain toward the shared goals of the corporation.

ADVISOR / NATIONAL STAFF COMMENTS:

To be given at the meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 20-1, *Organization of Civil Air Patrol*
CAPR 35-9, *Board of Governor and Wing Commander Selection Procedures*
CAP Constitution & Bylaws

NATIONAL BOARD ACTION

September 2009 National Board Agenda

AGENDA ITEM 4

IG

Action

**SUBJECT: Revision and Update of CAPR 35-7: Removal of
National Commander and National Vice Commander**

Author: Col Linker

CAP/IG – Col Linker

INFORMATION BACKGROUND:

CAP Regulation 35-7 promulgates procedures for removal of the CAP National Commander and National Vice Commander. It was adopted 1 April 1997, prior to the formation of the CAP Board of Governors. The BoG, which is the governing body of Civil Air Patrol charged by the CAP Constitution to “govern, direct and manage the affairs of the corporation”, does not, therefore, have a defined role in the removal of the top elected leaders of CAP.

PROPOSED NATIONAL BOARD ACTION:

That the National Board direct the Constitution and Bylaws Committee to review CAPR 35-7 to consider necessary revisions and updates in recognition of the interests and responsibilities of the Board of Governors in removal actions against the National Commander and National Vice Commander. Any proposed revisions shall be coordinated with the BoG and presented for consideration by the National Board in its 2010 winter meeting.

ESTIMATED FUNDING IMPACT:

No funding impact is anticipated.

CAP NATIONAL HEADQUARTERS' COMMENTS:

No comment.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur, however the review should include not only 35-7, but also 123-2 and the Constitution and Bylaws to ensure the role and anticipated potential actions of the BoG are clarified and described as fully as possible. This would necessitate the order of revision to ensure changes to the Constitution and Bylaws are approved by the BoG prior to revision of CAPRs 35-7 and 123-2.

ADVISOR / NATIONAL STAFF COMMENTS:

(NLO) – Concur.

REGULATIONS AND FORMS AFFECTED:

CAPR 35-7, *Removal of National Commander or National Vice Commander*.
CAP Constitution and Bylaws.

NATIONAL BOARD ACTION

AGENDA ITEM 5

ED
Education

Action

SUBJECT: Electronic Devices during Testing

Author: Col Phelka

CO Wg/CC – Col Phelka

INFORMATION BACKGROUND:

In recent years, portable electronic devices such as cell phones have become commonplace. These devices have the ability to take photographs, send and receive email, and SMS messages. The presence of these devices during testing presents an increased risk for test compromise.

CAPR 50-4, paragraph 1-6 stipulates that Test Control Officers or Test Administrators must take precautions to prevent test compromise. Prohibiting the use or presence of electronic devices will make it much easier to enforce this provision of CAPR 50-4.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve an addition to CAPR 50-4 to prohibit those taking CAP-related tests from bringing or using electronic devices during testing, effective ___/___/___.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

HQ CAP concurs. CAP must align its requirements to those outlined by Air University to maintain access to Air Force PME Schools and Air Force Distance Learning Courses. The guidance we've received from AU A4L and the AU Registrar is that they forbid the presence of electronic devices during testing sessions with the exception of 'nonprogrammable handheld calculators generally supplied by the testing facility'.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Non-Concur as written. Cadet Program Advisor and Senior Advisor for Support note that CAP has not received any significant reports of test compromise or other cheating involving the use of electronic devices. Unit Testing Officers currently have the authority necessary to avoid testing or compromise. With the use of NB approved on-line testing for cadet achievements the proposal is problematic for a test conducted on an "electronic device" that the proposal would prohibit. We also note that CAP units do

September 2009 National Board Agenda

not have the resources to provide the individual a nonprogrammable handheld calculator.

REGULATIONS AND FORMS AFFECTED:

CAPR 50-4, *Test administration and Security.*

NATIONAL BOARD ACTION

SUBJECT: National Policy on Medications at CAP Activities

Author: Col Herrin

CAP/NLO – Col Herrin

INFORMATION BACKGROUND:

CAP has never had a uniform approach to the administration and accountability for medications at CAP activities in general and at encampments in particular. Most other service organizations have such policies, which attempt to prevent adults from acting in ways that would expose them to liability under state statutes limiting the administration and dispensing of medications. Since CAP is not a health care provider, persons acting in their capacity as CAP members should not act as pharmacists, physicians, nurses, or in any other role that would permit the administration and dispensing of drugs under various federal and state laws and regulations.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the implementation of the proposed policy below and that the National Board direct the National Headquarters to publish a new directive mandating this policy or include this policy as a part of an existing directive. Policy effective date as of ___/___/___:

1. The possession, distribution and/or administration of illegal medications, or of legal medications obtained illegally, are prohibited at any CAP activity.
2. The administration of both legal prescription and legal non-prescription medication(s) is the responsibility of the CAP member and not the CAP Corporation.
3. The authority for members who have reached the age of majority to bring legal medications to CAP activities is vested with that member.
4. The authority for members who have not reached the age of majority to bring legal medications to CAP activities is vested with that member's parent or legal guardian.
 - a. Parents/legal guardians must inform CAP activity leaders, in writing, of the need for their minor members to take medication(s) during the application process for the activity.
 - b. CAP activity directors/managers must receive, in writing, a written statement from the minor CAP member's parent/guardian granting permission for the minor CAP member to take the medication(s) previously indicated as well as details of the timing and quantity of medication to be taken by the minor member. This written statement must be received no later than the arrival time of the minor CAP member at the activity.
 - c. Medication(s) brought to CAP activities by/for minor CAP members must be in the original manufacturer's container (over-the-counter products) or the original pharmacy container with the original label (prescription products).

September 2009 National Board Agenda

- d. A CAP senior member, after obtaining all the necessary information and written permission from the minor member's parent/ guardian, may agree to accept the responsibility of making sure a minor member is reminded to take any medication at the times and in the frequencies prescribed. However, no senior member will be required or encouraged to do so.
5. Except in extraordinary circumstances, CAP members, regardless of age, will be responsible for transporting, storing and taking their own medications. Members who require refrigeration for medications should carefully coordinate with activity officials well in advance of their attendance at the activity to ensure that refrigeration will be available.
6. If non-prescription medications are administered or furnished by an activity's staff, the senior member administering or furnishing such medications shall record the member's name and the date, time, and amount of such medications administered or furnished to the member in the activity medical log and the record shall be available to the parents/guardians of minor CAP members at the conclusion of the activity.
7. Wings may issue supplements to this policy only if state or local statutes mandate varying from this policy.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

In addition to the above policies, the National Board may want to consider the storage security of medications.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur. Establishing a national policy regarding handling of medications within CAP seems prudent. Once the policy is determined by the NB, NHQ can process the proposed CAPR through the normal procedure.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur: National Cadet Program Advisor and Senior Advisor for Support

Chief, Health Services: Concur.

REGULATIONS AND FORMS AFFECTED:

To be determined.

NATIONAL BOARD ACTION

AGENDA ITEM 7

**ED
Cadet Programs**

Action

SUBJECT: Changing Cadet Milestone Award Authorities

Author: Col Skrabut

WY Wg/CC – Col Skrabut

INFORMATION BACKGROUND:

Presently CAPR 50-16, Cadet Program Management authorizes the unit commander to promote cadet through all ranks within the cadet program as long as they meet minimum qualifications.

The intention of the proposed change is three-fold: Reduce possibility of cadets uninvolved above their squadron using their CAP résumé as bridge to military academy appointments, ROTC scholarships awards, advanced enlistment in the U.S. Air Force, CAP scholarships awards, and National Cadet Special Activity selection. Improve the quality of cadet officers by ensuring cadets have learned and retained the concepts for which they have passed tests and ensuring cadets are passing along to junior cadets what they have learned. Finally, improve the quality of cadets receiving CAP benefits; in-turn improves CAP's reputation.

Currently, there are graduated promotion authorities for senior member promotions, e.g., squadron, group, wing, and region, depending on grade. Rewards associated with cadet officer promotions/milestone awards far exceed the rewards for senior member promotions.

Wing has no effective mechanism to check the quality cadets being promoted. Are cadets involved at the group/wing/region level? Are cadets planning and leading activities above the squadron, or are they just taking tests? Are cadets serving on wing/region CAC, Encampment Staff, RCLS staff, etc? Do they know how to perform drill, wear their uniform correctly, exhibit proper customs and courtesies?

PROPOSED NATIONAL BOARD ACTION:

That the National Board approves changing the cadet milestone award promotion authorities to the following, effective ___/___/___:

Grades/Milestone Award

Promotion/Award Authority

Wright Brothers Award

Squadron Commander

Mitchell Award

Group Commander
(Wing Commander if no group)

Earhart Award

Wing Commander

Eaker Award

Wing Commander

Spatz Award

Wing Commander

ESTIMATED FUNDING IMPACT:

Cost: 30 days of software development and testing.

CAP NATIONAL HEADQUARTERS' COMMENTS:

We agree with the National Advisor's comments: it is unlikely that commanders at the higher echelons will have the extensive knowledge of each individual cadet's performance necessary for making decisions about cadet advancement.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

Non-Concur: Cadet Program Advisor and Senior Advisor for Support. To the extent that the proposal seeks to improve the quality of cadet officers by requiring higher headquarters approval for Mitchell and Earhart Awards, the approval appears to be counter-productive. As the proposal itself points out, commanders at higher echelons are actually less likely to have significant knowledge about a given cadet seeking promotion, particularly in large wings. The squadron commanders have the most frequent contact with the cadet, and are in the best position to make promotion decisions. Further, Cadet Programs has not received any complaints from military authorities about quality issues associated with giving advanced credit to CAP cadets based on milestone awards.

Finally, we note that Wing Commanders are already directly involved as approving authorities for the Spaatz Award (CAPM 52-16, Para 2-9).

REGULATIONS AND FORMS AFFECTED:

CAPR 52-16, *Cadet Programs*

NATIONAL BOARD ACTION

AGENDA ITEM 8

**ED
Cadet Programs**

Action

**SUBJECT: Cadet Progression
NM Wg/CC -Col Himebrook**

Author: Lt Col Luisada

INFORMATION BACKGROUND:

CAP cadets are currently required to spend not less than eight (8) weeks on each of the Achievements in the Cadet Program as per CAP regulation 52-16. This regulation was implemented to ensure that 1) the Cadet Program was carried out fairly, and 2) each cadet would complete all the requirements in each Achievement without taking short cuts. Overall this has been a fair and effective regulation.

However, since this regulation was put into effect the School Enrichment Program (SEP) has expanded in NM (NM has 7 units with 180 cadets – 47% of our cadets).

- A. Per CAPR 52-16: 1-5. Unit Meetings. Most squadrons meet weekly for 2 1/2 hours. The cadet staff, with senior member guidance, plans the program.
- B. In the School Enrichment Program (SEP) cadets normally meet 5 hours per week. Hence they are receiving as much as twice the number of hours of instruction per week as cadets in the regular squadrons. The highly motivated cadets want to progress more quickly than 1 Achievement per 8 weeks or 40 hours of instruction (compared to 20 hours in a regular squadron to advance).
- C. As cadets become older (High School age – as in the SEP program some start there) they are able to assimilate material in less time.

These circumstances have resulted in some of the best cadets becoming frustrated at having to take a full eight (8) weeks to complete an Achievement. Increasingly, some of these leave the program because of their frustration. This of course feeds CAP's biggest problem, the low retention rate.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve a change to CAPR 52-16, effective ___/___/___, allowing a mechanism be created to review which cadets may take advantage of a reduced "Time in Grade" for

- 1) Proportional to the hours per week in a regular meeting; and
- 2) For cadets of a certain minimum age.

ESTIMATED FUNDING IMPACT:

Do not anticipate a funding impact.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur. However, the procedures should treat this reduced "Time-in-Grade" as an exception reviewed at the appropriate level to ensure all the requirements are actually met before accelerated advancement is granted.

ADVISOR / NATIONAL STAFF COMMENTS:

Non-Concur: Cadet Program Advisor and Senior Advisor for Support. It has always been important to integrate the school programs into the mainstream cadet program to avoid issues with a two-tiered or "them versus us" program. Fast tracking SEP members runs a significant risk of reduction of overall cadet quality and creating a perception of unfairness.

Currently, cadets can complete all 16 achievements and earn the Spaatz Award in just a little over three years using the current minimum of two months between each achievement and milestone award (CAPR 52-16, Para 2-3(a)). This proposal would cut that time in half, and allow SEP cadets to complete the entire program in a little over 18 months. There is no evidence that suggests earning a Spaatz Award that rapidly is beneficial to the cadet or our cadet program.

A review of the cadet retention data for the "SEP-intensive" New Mexico Wing does not indicate any significant difference when compared to other wings.

REGULATIONS AND FORMS AFFECTED:

CAPR 52-16, *Cadet Program Management*
CAPF 66, *Cadet Master Record*

NATIONAL BOARD ACTION

AGENDA ITEM 9

**ED
Cadet Programs**

Action

SUBJECT: Cadet Advisory Council Term Limits

Author: Col Haffner

WI Wg/CC – Col Haffner

INFORMATION BACKGROUND:

By current regulation, cadets are limited to serving two terms at each echelon (Group, Wing, Region, National) on the Cadet Advisory Council. Therefore, a cadet who serves as the Squadron CAC Representative to the Wing CAC for two years is not allowed to serve a third year as the Wing CAC Recorder or Vice Chairperson. For a cadet to serve in a leadership position on the Wing CAC, he or she would have to serve as the Squadron Representative the first year and immediately be elected to the Recorder or Vice Chair position the second year. Because of the two-year term limit, a cadet who is appointed as the Squadron Representative may either never have enough time to be elected to a leadership position, or be elected at too young of an age to be an effective leader over the Wing CAC.

As a result of the term limits and number of younger and inexperienced cadets, these CACs often have only a small number of senior cadets to provide the needed leadership to ensure that the council performs successfully and maintains continuity between each term.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve removing the two-year term limit per echelon from Group and Wing CAC representatives, effective ___/___/___.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

CAC representatives have term limits so that we can allow as many cadets as possible to serve. NHQ is generally opposed to extending the term because that would limit opportunities for other cadets. This proposal assumes that cadets will serve as assistant representatives, then primary representatives, and then as officers on the council. Many wings and regions have found success with different paradigms while still adhering to the regulation's policy. CAP NHQ suggests the National Board may want to consider referring this issue to the National Cadet Advisory Council.

CAP-USAF HEADQUARTERS' COMMENTS:

No comment.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur: National CAC Advisor.

Non-Concur: National Cadet Program Advisor and Senior Advisor for Support. Even with the current term limits, only a minority of cadets will be able to experience service as a CAC member at any level. Current term limits allow cadets as long as six years as they progress through the wing, region, and national levels (8 yrs if the wing has a group structure). By increasing term limits, this proposal will significantly reduce the number of cadets who will receive the benefits of CAC training and experience. A cadet serving as a representative on an active council with a dedicated officer advisor should be well prepared to serve as a CAC officer at the same level the second year.

REGULATIONS AND FORMS AFFECTED:

CAPR 52-16, *Cadet Program Management*

NATIONAL BOARD ACTION

AGENDA ITEM 10

GC

Action

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

Author: Maj Gen Courter

CAP/CC – Maj Gen Courter

INFORMATION BACKGROUND:

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

PROPOSED NATIONAL BOARD ACTION:

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

--- to be announced ---	National Chief of Staff
Col C. Warren Vest	National Finance Officer
Col Barry S. Herrin	National Legal Officer
Col William S. Charles, III	National Controller
Ch, Col Whitson B. Woodard	Chief of Chaplain Corps
Col Merle V. Starr	Inspector General

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

SUBJECT: Safety Program Requirements

Author: Safety Committee

CAP USAF/CC – Col Ward

INFORMATION BACKGROUND:

In almost 70 years of its existence, CAP has constantly evolved. Each of our missions is different from those that our forefathers performed in the 1940's. For example, the cadet program we have today is different from the original cadet program in the 1940s, as well as different from the 'Modern' cadet program with its roots in the 1960s.

From an operational perspective, we have come a long way from strapping torpedoes to tail draggers and flying out over the ocean. Our newest aircraft have capabilities that were science fiction in the 1960s, and weren't even in use in commercial airliners until the 1990s. Within a few months, our aircrews will use synthetic vision to literally see what we have never seen before.

Not only has the hardware changed. The concept of a flight release was unheard of in the 1980s. But today those important releases protect both CAP and our members every time we fly. Operational Risk Management, SQTRS, Standardized Aircraft Information Manuals, FITS (FAA/Industry Training Standards) and even the Incident Command System were standards that most of us hadn't heard of as recently as a decade ago.

As we have matured and improved our organization, we have adopted these changes and many more.

Today, we are spending funds on unnecessary aircraft repairs that result from lack of adherence to imperative safety standards. Otherwise, those funds could be spent on training and activities. But this is not the only reason we need to change. It is the time for the leaders and members of Civil Air Patrol to recognize the importance of a formal professional Safety Education program. Not because of a lawsuit or a regulation, but because as a maturing organization with an increasing operational tempo, we need to do more to protect our members, the public, and CAP's other assets.

Rather than letting 'Safety' simply be a lofty goal, we need to put measurements in place that let us analyze situations, test solutions, and improve our programs and ourselves. The goal we need to set for CAP is to strive to reduce our accident rates, incident rates, bodily injuries, and damage to assets: ours and the nations.

To achieve this goal, we recommend CAP needs to take a three-pronged approach to ingraining safety in our culture: 1) Providing better Safety Education to our members; 2) Putting useful information in the hands of people who can change how we operate; and 3) Making tools more accessible to our leaders at every echelon of CAP.

Safety Education

- We have a great wealth of safety knowledge in CAP. We intend to leverage and utilize this knowledge to grow a database of information for all CAP units to use. The database will be available for any unit to download and teach safety presentations or use a simple ORM to use before any activity. These data will be turned into information for education, such as the *conditions (fatigue?, supervision?)* under which bodily injuries occur, or the *training (proficiency?, check-rides?)* that had been completed prior to hangar rash, or the *qualifications (CFI?, Major?)* that the personnel held.
- All units are encouraged to produce their own safety presentations for local conditions, just as we always have, but if unable they can easily use one of the NHQ online presentations. Standard presentations will be made available that can be updated by field units and honed for specific activities. Each month a short online safety educational presentation and quiz will be available for any member, regardless of their membership category (active, patron, sponsor), and regardless of their duty position. The completion of this course, or any local safety education or training, will be entered into eServices.

Meaningful Information in the right hands

- Safety trend analysis is a great tool to see where we need further training and/or focus to stop trends in accidents and incidents. It will also help to identify and mitigate and/or reduce risks in activities that could benefit from Operational Risk Management (ORM). When we see an increase in slips, trips and falls, NHQ can send out focused training presentations to all units to use to stop or mitigate these trends.
- Every Region, Wing, Group, and Unit Commander, and every Safety Officer will be able to use the safety dashboard to see what safety accidents/incidents are being reported and under which conditions the accidents and incidents happened so they can address issues before they become trends.

Improved Tools

- The Information Technology experts at National Headquarters are developing a centralized collection mechanism for documenting participation in Safety Education and Training. For some members, there will be a requirement of safety education prior to participation in certain activities and all operational missions. Reports of member safety training currency will be available to Activity Directors, Incident Commanders, and echelon Commanders to assure everyone who participates in an activity is current in safety education.

September 2009 National Board Agenda

- Having a one-stop shop for safety reporting and currency validation will give every Wing Commander the information needed for Compliance Inspections to document that every member participating in an activity is current in safety before engaging in the activity. (The goal is safety education and culture – so, before signing in at an activity if it is found that a member is deficient in safety training, the training might be accomplished there.)
- Any member from Cadet Basic to Major General will be able to use the new standard Safety briefing card. Like the Incident Command System, it is scalable. Ground teams can use it to self-brief items such as weather, and leaders of large activities and missions can expand the briefing to cover topics such as evacuation routes.
- Many of the changes being proposed are already being done in some Regions and Wings across America. The use of ORM before activities helps to identify hazards and determine ways to mitigate or reduce identified risks. We expect members in the field to use the standard format of an ORM table and customize them for all activities to minimize injuries and damage.

Safety must be something each of us automatically considers and integrates into our situational awareness. But like common sense, it's not something everyone inherently does. So we need to start with educating everyone to the same basic level. Many of our members are going to quickly understand the goals and may feel encumbered by new requirements. But we need to ensure a common starting point, common safety language, and common safety expectations for all our members. This will ensure that each of our members, regardless of their various diverse experience, will become more aware of safety and begin to practice ORM in everyday activities.

The committee's recommended Safety program changes to address these specific issues can be found in attachment SE-1. The committee's discussions have also generated some additional suggested improvements to the CAP Safety program. These recommended changes can be found in attachment SE-2.

PROPOSED NATIONAL BOARD ACTION:

1) That the National Board approve the Safety Committee's recommendations for improved management of the periodic Safety educational briefing and the Safety survey discrepancy resolution requirements as described in attachment SE-1, effective ___/___/___.

2) That the National Board approve the Safety Committee's recommendations for improvements to the CAP Safety program as described in attachment SE-2, effective ___/___/___.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

This item contains significant tasking for administration. If adopted, CAP NHQ would have to consider and develop the best means to support those tasks.

CAP-USAF HEADQUARTERS' COMMENTS:

CAP-USAF commends the Safety Committee for their hard work and careful consideration of the issues surrounding building/strengthening safety culture within CAP. In general, I concur with all presented here, but there are a couple items that require clarification.

The report refers to "in-person or live" safety briefings. The term "live" should be clarified, though I believe the intent is to allow for members to participate in a safety briefing by telephone or VTC when it's not possible for them to be physically present. It could also be expanded to allow for members in non-flying specialties to substitute appropriate formal safety activities from other venues (e.g. occupational safety briefings, or medical safety training). In this case, there would need to be a standard for documentation in order for a CAP safety officer or commander to grant credit.

The policy as described here makes no allowances for special categories of "semi-participating" members. For instance, the policy could be clarified to allow patron members not actively involved in operations to attend unit social events, even if they haven't met all safety requirements. It may be possible to develop an "exhaustive" list of such exceptions. Another possibility is to give a commander at some level limited discretion to rule on these non-operational situations.

ADVISOR / NATIONAL STAFF COMMENTS:

REGULATIONS AND FORMS AFFECTED:

CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures*

NATIONAL BOARD ACTION

ATTACHMENT SE-1

A committee was appointed to work in conjunction with the NHQ staff to find practical resolutions to Safety education and safety survey issues brought before the CAP National Board and NEC. The committee's recommended changes to address improved management of the periodic Safety educational briefing and the Safety survey discrepancy resolution requirements are:

Periodic Safety Educational Briefings

1. All CAP members must participate in a Monthly Safety Briefings in order to participate in CAP meetings, missions or activities. Members who do not complete the Monthly Safety Presentation will not be allowed to participate in CAP activities until such time as the course is complete.
 - a. Each CAP member must meet this requirement prior to attending unit meetings, participating in flight or vehicle operations, ES missions, wing-level activities, encampments, National Special Activities, or National Board and NEC Meetings.
 - b. This is a monthly requirement which expires at the end of the month following its completion (e.g. a briefing attended or completed on June 15, 2010 will carry currency through to July 31, 2010).
 - c. The Monthly Safety Briefing requirement may be met by completing an on-line briefing on the CAP website, attending an in-person or live Safety briefing at a CAP unit meeting or activity, attending a CAP designated Safety Meeting at the Group, Region, or National level activity, attending a Safety Briefing conducted by a USAF Safety Officer, attending a FAA Safety Team (FAAST) presentation (limit 2 per year), completing an AOPA Air Safety Foundation on-line Safety course (limit 2 per year), completing any FAASafety approved on-line Safety course that includes a quiz or a FAASTeam Member or FAA Instructor signature to document completion (limit 2 per year) or conducting an in-person or live Safety Briefing.
 - d. NHQ will publish an interactive Safety presentation monthly on a topic to be determined by the National Safety Officer, in conjunction with the CAP-USAF Safety Officer.
2. All members should attend an in-person or live safety briefing at least once per calendar quarter. Quarterly in-person or live safety briefings meet the requirement for the Monthly Safety Briefing in the month they are attended.
 - a. The quarterly requirement expires at the end of the third month following its completion. (e.g. A briefing attended or completed on June 15, 2010 will carry currency through to September 30, 2010).
 - b. The Quarterly, in-person Safety Briefing requirement may be met by attending an in-person or live Safety briefing at a CAP unit meeting or activity, attending a

September 2009 National Board Agenda

CAP designated Safety Meeting at the Group, Region, or National level activity, attending a Safety Briefing conducted by a USAF Safety Officer, attending a FAA Safety Team (FAAST) presentation (limit 2 per year) or conducting an in-person or live Safety Briefing.

- c. NHQ will create a quarterly Safety briefing, to include a quiz on the presented material that will be made available to all members through the National website. Region, Wing and Unit Safety Officers can obtain the Quarterly Safety presentation in a PowerPoint format, with a quiz, from the NHQ Safety website. This will allow the course to be taught in person at unit meetings or training opportunities.
3. An extensive list of briefings and educational material will be made available on the Safety pages of the National CAP website. These will be developed for and by CAP members to expand their knowledge of safety topics and awareness of ways to improve safety.
4. NHQ will provide recording and reporting tools on the National Website to identify those who have completed the periodic Safety briefing requirement(s).
 - NHQ will include a method in the recording and reporting tools for unit commanders, safety officers, incident commanders, mission safety officers, activity leaders and other designees to credit multiple members for attendance at Safety Briefings.
5. Safety Officers are encouraged to prepare presentations that are pertinent to local conditions: environmental, geographic, and community needs should be taken into consideration. Safety Officers are encouraged to submit new or updated presentation materials to the National Safety pages for use by other safety officers.

Safety Survey Discrepancies -

1. No recommendations for change made.

ATTACHMENT SE-2

A committee was appointed to work in conjunction with the NHQ staff to find practical resolutions to Safety education and safety survey issues brought before the CAP National Board and NEC. The committee's discussions generated some additional suggested improvements to the CAP Safety program. These recommended changes are:

Activity Safety –

1. National Cadet Special Activities (NCSA) Directors, and Encampment Commanders will appoint a safety officer to conduct the activity's safety program.
 - a. The safety officer will conduct a daily safety briefing.
 - b. "Full time" cadet and senior staff (not students) will complete the Basic and Intermediate ORM Courses and associated ORM worksheet before the activity officially begins.
 - c. On Day 1 of the activity, the activity staff will lead the students through the Basic ORM Course. These students do not need to complete and pass the written test associated with this course. However, instructors need to facilitate a meaningful discussion about how the course's lessons relate to the particular activity.
 - d. For activities that involve formal flight instruction, operational flying, or intensive flight line work (but not CAP or military orientation flights), students and staff will view the CAP Ground Handling Video.
 - e. For glider programs, students and staff will view the Soaring Safety Foundation's *Wing Runner Course*.
2. Activity Safety briefings will include an ORM table appropriate to the activity. These briefings will identify known risk and methods of mitigation and will include an opportunity for all members to identify additional safety concerns.
3. All safety briefings will be conducted using a standard briefing format (briefing card attached).

Safety Education –

1. Corporate Officers -
 - a. Within 180 days of appointment or by 1 Feb 2010, all Commanders are required to complete the Basic, Senior and Master Safety Course and tests.
 - b. Prior to assuming command, applicants for Wing or Region Commanders are strongly encouraged to earn a Technician rating in the Safety Officer specialty

September 2009 National Board Agenda

track and serve as a Safety Officer at the squadron level or higher for at least one year.

- c. By 31 July 2010, all current National Board members are encouraged to earn a Technician rating in the Safety Officer Specialty track (except the requirement to serve the six month internship).
- d. CAP members pursuing the Safety Officer Specialty track must develop and submit at least one presentation on a safety topic and submit at least one new or modified ORM table at each level (technician, senior and master). The submissions will be to the Wing Safety Officer. Wing Safety Officers will review these submissions and submit the best examples to the NHQ for inclusion on the National website Safety pages.

2. Safety Officers –

- Currently, Safety officers must within 90 days of appointment, complete the on-line Basic Safety Course. Completing the Senior Safety Course should be added to that requirement.


3. Members –

- a. Within 90 days of joining CAP, or NLT 1 October 2009, every CAP member who attends CAP meetings, participates in any flight, vehicle, cadet activities, or any ES missions, shall complete the on-line Basic Safety Course and test.
 - Members who do not complete the Basic Safety Course will not be allowed to participate in CAP Activities until such time as the course is complete.

Operational Risk Management -

- 1. An extensive list of Operational Risk Management tables for CAP activities will be available on the National Safety page. CAP Leaders are encouraged to use these forms to quantify and mitigate risk during CAP activities.
- 2. CAP Members involved in all aspects of the CAP program are encouraged to submit new or modified ORM tables to the National Safety page. Members are encouraged to submit ORM tables in those areas where they have Subject Matter Expertise.

Standard Safety Briefing Card

	<p>Civil Air Patrol US Air Force Auxiliary</p> <p>STANDARD SAFETY BRIEFING CARD</p>
<p>1. INTRO</p>	<ul style="list-style-type: none"> a. Greeting. b. Identification of self, if appropriate. c. Scope: Define the coverage of the briefing in terms of time, geographic limits, or specific topics.
<p>2. BODY</p>	<ul style="list-style-type: none"> a. Weather report and forecast. b. Terrain, if appropriate. c. Facility. Any Safety Constraints. Known Risks and Risk Mitigations. Emergency Exits, Fire Extinguisher Locations, Police/Fire/EMS contact information. d. Ground Operations. Any Safety Constraints. Known Risks and Risk Mitigations. e. Vehicle Operations. Any Safety Constraints. Known Risks and Risk Mitigations. f. Flight Operations. Any Safety Constraints. Known Risks and Risk Mitigations. g. Other Operational Considerations. h. Other appropriate items (i.e., there has been a change in mission, weather, etc.).
<p>3. CLOSE</p>	<ul style="list-style-type: none"> a. Conclusions, if applicable. b. Solicitation of questions. c. Concluding statement and announcement of next briefing time/location, if any.

AGENDA ITEM 12

SE

Action

SUBJECT: Making Accident / Incident Information available to Pilots

Author: Col Reeves

IN Wg/CC – Col Reeves

INFORMATION BACKGROUND:

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

PROPOSED NATIONAL BOARD ACTION:

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

ESTIMATED FUNDING IMPACT:

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

CAP NATIONAL HEADQUARTERS' COMMENTS:

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

CAP-USAF HEADQUARTERS' COMMENTS:

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

The US Air Force has a monthly report called Blue 4 News where mishaps are discussed openly. However, these incidents are sanitized and password protected. Names, tail numbers, precise locations are edited to protect the individuals involved. Therefore, the mishap can be used as a mishap prevention tool to other Air Force

September 2009 National Board Agenda

members. These reports are kept secure by the unit safety officer and provided only upon request. If CAP provided a more detailed, yet sanitized mishap and investigation report for the membership and kept it secure, it would be an invaluable tool to the organization.

ADVISOR / NATIONAL STAFF COMMENTS:

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

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

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

REGULATIONS AND FORMS AFFECTED:

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

NATIONAL BOARD ACTION

AGENDA ITEM 13

**ED
Health Services**

Action

**SUBJECT: Change to CAPR 160-1
CAP/CS – Col Chazell**

Author: Col McLaughlin

INFORMATION BACKGROUND:

CAP established a Health Services program over 25 years ago. Since that time, Health Services program documentation has outlined the selection criteria and duties of Health Services program officers. There has never been a Health Services program defined for the general membership of CAP. Since CAP is an integral part of the Air Force family and since people are our most valuable asset, CAP needs a Health Services program whose goal is to promote physical fitness, and to assist our membership to become and/or remain optimally healthy and to be skilled in providing basic emergency care.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the addition of the follow program elements to the existing Health Services directives, effective ___/___/___.

1. Establishment of a Health Services Advisory Panel, consisting of the eight region Health Services officers, to advise the Chief of Health Services on policies, needs, and the status of the Health Services program in their respective regions.
2. Establishment of a Health Services Specialty Track that must now be earned according to the Health Services Officer Specialty Track Study Guide. Commanders will no longer award Health Services specialty ratings based on job performance alone, as has been past practice. Members currently holding ratings in Health Services awarded by their commanders will be grandfathered at their current level. To ensure uniform training of all Health Services personnel, those with appointed ratings will be required to complete training in the new specialty track levels to further advance in the specialty track.
3. Health information should be collected only when that information might make a difference in the safe participation of the member(s). Health information may also be collected on cadet members involved in overnight activities where medications may need to be administered or medical conditions may affect cadet activities or participation.
 - a. CAP member health information will be used and/or disclosed by CAP members on a need for use/disclosure basis only. Anyone who accesses the health information of another CAP member has a requirement not to use or disclose such information except as required in the performance of official CAP functions. Health information may not be used or disclosed by members for any non-CAP purposes.

September 2009 National Board Agenda

b. When collected health information is not in use, it must be stored separately in a locked container accessible only to authorized senior members. When health information is stored on a computer, it should not be accessible to unauthorized persons. When health information is in use, care must be taken to ensure records are not in the view of individuals who have no need to know such information.

c. Any member who breaches the privacy of any health information should be counseled on the importance of health information privacy and CAP confidentiality standards. Depending on the circumstances of disclosure (intent, consequences, etc.), the offending member may be subject to disciplinary action in accordance with appropriate CAP directives. Members have the right to file a formal written complaint pursuant to CAPR 123-2 if they feel CAP has not adequately protected the privacy of their health information.

4. The CAPF 160-1 (parts a-d) will provide a method to collect accurate medical history, to aid in the care and treatment of CAP personnel, to provide permission for care and treatment of minor cadets, to provide insurance and emergency contact information, and to provide for documentation of physical examinations with designation of physical participation categories.

5. Activity directors, in consultation with a Health Services officer, should evaluate each activity for medical risk including level of physical activity required, terrain, accessibility, availability of medical care, etc.

a. Physical participation category standards may be set for an activity to ensure safe participation of members based on the physical requirements of the activity. A system will be developed to assist activity directors and members in allowing safe and appropriate participation of members in activities that may have strenuous physical demands.

b. Activity directors may require submission of a CAPF 160-1 in advance for health screening purposes.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

No comment.

CAP-USAF HEADQUARTERS' COMMENTS:

ADVISOR / NATIONAL STAFF COMMENTS:

Concur.

September 2009 National Board Agenda

REGULATIONS AND FORMS AFFECTED:

CAPR 160-1, *The CAP Health Service Program*
4 new forms attached

NATIONAL BOARD ACTION

AGENDA ITEM 14

HC
Chaplain Corps

Action

SUBJECT: CAPF 34 Negative Reporting
WY Wg/CC – Col Skrabut

Author: Col Skrabut

INFORMATION BACKGROUND:

CAPR 265-1, Chaplain Service Activities, requires that each chaplain and CDI submit a completed CAPF 34 semi-annually to the wing chaplain even if they have been inactive during the period.

Chaplains and CDIs can be inactive for a number of reasons, e.g., on temporary duty with the military, at school, moving to another city or state, assignment as a unit commander, etc. It is burdensome to the member and the wing chaplain to chase down negative reports. This information can be determined by method of subtraction.

Individuals cannot be removed from duty position at the wing level, only national can remove chaplains or CDIs from positions.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the removal of the requirement that inactive chaplains and CDIs submit CAPF 34, effective ___/___/___.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Notwithstanding the action of the National Board on this item, CAP NHQ plans to change the chaplain activity report to an online report similar to the highly successful unit safety report. This may make it easy for chaplains to submit a “negative” report if they did not have any activity during the period.

CAP-USAF HEADQUARTERS' COMMENTS:

Implementation of an online report should facilitate compliance and still allow the Chaplain Corps leadership to maintain communication with its members.

ADVISOR / NATIONAL STAFF COMMENTS:

The Chaplain Corps cannot endorse this suggestion.

1. The suggestion is ambiguous as to the meaning of “inactive.” There is no such thing as an inactive chaplain or inactive CDI. It is presumed that this agenda item refers to a

September 2009 National Board Agenda

chaplain or CDI who simply has done nothing during the previous reporting period. It is important for the Chaplain Corps to obtain reports from them in any event.

2. The CAPF 34 is the only way the Chaplain Corps has to learn of and evaluate the use and effectiveness of Chaplain Corps resources. Adaption of this suggestion would hinder our ability to do so.

3. The Chaplain Corps is already taking steps to simplify the CAPF 34 reporting form. Included in our planning is a simple check box for CDIs to indicate that they have not performed any CDI function during the reporting period. This preferred solution would make it very easy to comply with the reporting requirement while preserving the ability to evaluate and manage our resources. The suggestion to simply eliminate the report entirely when the chaplain or CDI has been inactive is a treatment of the symptom, but does not offer a cure for the malady.

REGULATIONS AND FORMS AFFECTED:

CAPR 265-1, *Chaplain Service Activities*.

NATIONAL BOARD ACTION

September 2009 National Board Agenda

AGENDA ITEM 15

**MD
Operations**

Action

SUBJECT: Clear Text Wing Radio Call Signs

Author: Col Miller

NV Wg/CC – Col Miller

INFORMATION BACKGROUND:

Most CAP Wings still use code words as radio call signs (Abenaki, Red Dragon) which provide no information as to the Wing identity.

With the advent of ICS, most agencies nationwide have switched to clear text radio call signs. Moreover, as CAP reinvigorates HF communication and inter-Wing missions become more common, radio traffic with distant and unfamiliar Wings will become more common.

Seventeen CAP Wings/Regions have already switched to clear text, including National Headquarters (Head CAP). Most are a clear Wing ID (Florida CAP, Georgia CAP, etc.) while a few are clear abbreviations (Nat CAP for National Capitol Wing or Penn CAP).

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve each Wing/Region adopting a clear text radio call sign identifying the Wing/Region and submit their choice to NHQ/DOS no later than October 1, 2009.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Wings/Regions that want to change their call sign should generally not have a problem doing so but CAP NHQ does not recommend making it mandatory for all wings. The rationale and additional details for requesting call sign changes are provided below.

In order to satisfy the ICS "clear voice" identification requirements CAPR 100-3 allows use of "functional designators" such as "Ground Team 1" or "Reno Mission Base" where appropriate. In addition, several wings which currently have the "[state name]-CAP" call signs find them to be long and cumbersome. Some wings have also found these call signs to be unpopular among the members.

Also, it's important to note that CAP's VHF-FM and HF frequencies are assigned by the Air Force. Therefore, CAP must follow all call sign rules that are directed in Air Force Instructions (AFI). One of those rules is that wings must submit a request for a specific call sign through NHQ to the Air Force. The Air Force reviews all requested changes to ensure they conform to Air Force guidance plus they make sure the call sign is not already assigned to another user. If both of these criteria are met, then the Air Force approves CAP's requested call sign change.

September 2009 National Board Agenda

CAP-USAF HEADQUARTERS' COMMENTS:

Concur with CAP NHQ comments.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur with CAP NHQ comments. Changing the current tactical call signs is a process governed by the AFIs and is not easily done. The functional designator system used on missions (particularly interagency missions) conforms to ICS guidance about plain text identifiers.

REGULATIONS AND FORMS AFFECTED:

CAPR 100-3, *Radiotelephone Operations*

NATIONAL BOARD ACTION

AGENDA ITEM 16

**MD
Operations**

Action

SUBJECT: National Check Pilot Standardization Course

Author: Lt Col Leslie Vazquez

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

The National Check Pilot Standardization Course (NCPSC) is currently a ground school based course which was last updated in 1996. It included an evaluation check ride for all check pilots as part of the course requirement. With the change to many of the CAP training requirements to on-line type training programs, the National Standardization/Evaluation Advisor has developed a comprehensive multi media 5-6 hour course that includes all the previously required subject material. In addition to the course subject material, the CAPF 5 has been modified to include instructor/check pilot specific evaluation requirements as part of the annual proficiency check requirements for all CAP Instructors and check pilots. (See attachment). Under this proposal, the on-line program completion and a satisfactory annual standardized CAPF 5 proficiency flight check are all that is required for a CAP pilot to maintain his/her qualifications as a check pilot. The re-currency requirements remain unchanged from the current four year requirement. A Wing or Region may require their check pilots to attend an internal check pilot meeting or seminar as they see fit but that is at the discretion of the Wing and/or Region. No formal GS or seminar is required to meet the requirements for initial or recurrent Check Pilot. The authority to authorize pilots to be designated as a check pilot remains unchanged from current CAP regulations. Course material and subject matter will be reviewed and updated as needed to insure currency with CAP and FAA regulations and aviation related subjects.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the change to the NCPSC format and requirements as proposed to an on-line course with the additional evaluation requirements for check pilots and instructor pilots as indicated on the attached CAPF 5, effective ___/___/___.

ESTIMATED FUNDING IMPACT:

Check Pilots and Mission Check Pilots will no longer be required to attend a weekend ground school to obtain their initial or re-currency qualifications with the associated travel lodging and meal expenses or flight time expenses associated with travel to ground school location. Additional savings will be obtained due to having only one CAPF 5 proficiency check ride a year as required for all pilots by CAPR 60-1.

30 days of software development and testing.

CAP NATIONAL HEADQUARTERS' COMMENTS:

CAP NHQ recommends approval of this agenda item for the NCPSC. Although not tied to the NCPSC, NHQ also recommends that wings and/or regions have a requirement for check pilots and instructor pilots to have a meeting (via conference call, web-based meeting or in person) at least annually with the Chief of Stan/Eval and Wing/Region Commander to discuss check ride and instructional trends, weak areas, wing/region emphasis items and check pilot standardization.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur with the proposal as suggested by CAP NHQ. Standardization/Evaluation is not a static endeavor. Regular communication is necessary in order to address trends and changes in the operating environment. An annual (or more frequent) mandatory conference call or web meeting would improve visibility of the program and enhance standardization.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor Operations – Concurs with the proposed change to the NCPSC requirements.

REGULATIONS AND FORMS AFFECTED:

CAPR 60-1, *CAP Flight Management*

NATIONAL BOARD ACTION

AGENDA ITEM 17

ED

Action

Professional Development

SUBJECT: National Staff College Prerequisites for NCOs

Author: Col Saile

MI Wg/CC – Col Saile

INFORMATION BACKGROUND:

Currently, CAPR 50-17 requires CAP Senior Members hold the grade of Major or above as a prerequisite to attend National Staff College. Since this original requirement was set, CAP has introduced the concept of a reinvigorated non-commissioned officer corps, but without any formal professional development training programs at the National level for these NCOs.

NCOs who have attained the grades of E-7 through E-9 should be allowed to participate as students at National Staff College if all other prerequisites have been met until such time as CAP develops a National level CAP Senior NCO Course.

Further, each Wing, each Region, and the National Commander are currently asked to have a Chief Master Sergeant of the Wing, Region and Civil Air Patrol, respectively. This person earned this grade in the military service by attaining an E-9 pay grade. While they know much about the role of an NCO, they don't always know enough about their role in CAP. By allowing their participation in the National Staff College, they would get an in-depth indoctrination in to the CAP culture at the highest level and the students at the NSC would also be able to benefit from a Chief's NCO experience formed in the military. This could prove especially beneficial for all when working in seminar study groups that recommend policy changes command wide.

A Chief Master Sergeant, by virtue of their earned grade, would already be a graduate of a service Senior NCO Academy, which is an equivalent course for Region or National Staff College credit, so the Region Staff College prerequisite for NSC for these members would be null as far as attaining Level IV or Level V.

This latter part of the agenda item reflects what I believe is CAP's obligation to: (1) provide executive-level development for Chiefs to better serve CAP ; (2) honor their rise to the top 1% of the USAF enlisted corps in service to our nation ; and (3), bring prominence to the Command Chief position. And finally, it adds some impetus to help achieve our objective of greater use of all NCOs, active and retired, in CAP---especially as mentors to our cadets

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the following resolutions, effective ___/___/___:

Resolved, that CAPR 50-17 be changed immediately to permit the enrollment in Civil Air Patrol's National Staff College of Civil Air Patrol senior members in the enlisted grade of E-7 through E-9 who have completed Level IV of the CAP Senior Member Professional Development Program; and Be it further resolved that CAPR 50-17 be

September 2009 National Board Agenda

changed immediately to permit the enrollment in Civil Air Patrol's National Staff College of Civil Air Patrol senior members in the grade of E-9 who are currently serving as a Wing, Region or National Chief Master Sergeant with the permission of their National Commander, Region Commander or Wing Commander, as applicable, with no other requirements necessary.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

HQ CAP/PD is making arrangements for 2009 NSC and will align arrangements and admissions to whatever the NB decides.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Professional Development Advisor and Senior Advisor Support recommend that the National Board authorize 2 slots for a Civil Air Patrol member in the grade of E-9 be opened for the 2009 NSC. The NHQ and volunteer staffs will then, in consultation with the attending Chiefs, be able to make recommendations to the Board and the committee working on the CAP NCO Corps prior to formal changes to the applicable CAP regulations.

REGULATIONS AND FORMS AFFECTED:

CAPR 50-17, *CAP Senior Member Professional Development Program*.

NATIONAL BOARD ACTION

September 2009 National Board Agenda

AGENDA ITEM 18a

GC

OLD BUSINESS

**SUBJECT: Change to CAP Senior Rank Structure
March 2001 NB**

CAP/CC - Gen Bobick

**MARCH 2001 NB
INFORMATION BACKGROUND:**

In November 2000, the National Executive Committee passed an agenda item that proposed a change to the CAP senior rank structure. The proposed changes are to be brought before the winter 2001 National Board in March.

**MARCH 2001 NB
PROPOSED NATIONAL BOARD ACTION:**

The National Board recommends the Board of Governors take the following action:

Request Air Force approval of the proposed senior rank structure as follows:

National Commander-	Lieutenant General
National Vice Commander-	Major General
National Chief of Staff-	Brigadier General
National Legal Officer-	Brigadier General
National Finance Officer-	Brigadier General
National Controller-	Brigadier General
Eight CAP region commanders	Brigadier General

**MARCH 2001 NB
ESTIMATED FUNDING IMPACT:**

To be determined.

**MARCH 2001 NB
CAP NATIONAL HEADQUARTERS' COMMENTS:**

No comment.

**MARCH 2001 NB
CAP-USAF HEADQUARTERS' COMMENTS:**

CAP-USAF: Non-concur.

**MARCH 2001 NB
ADVISOR / NATIONAL STAFF COMMENTS:**

None.

September 2009 National Board Agenda

REGULATIONS AND FORMS AFFECTED:

CAPR 20-1, *Organization of Civil Air Patrol*;
CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*.

MARCH 2001 NB NATIONAL BOARD ACTION

GEN BOBICK stated that this item comes from committee, that the NEC is attempting to realign the senior ranks to be more in line with other volunteer and auxiliary organizations in the country, and is on the floor for discussion.

COL TODD/TX moved COL SALZMAN/ID seconded the motion to table this item until the 2009 summer National Board Meeting. (The 2009 date would allow CAP time to rebuild its relationship with the Air Force. Also, in those intervening years, the Air Force would have the opportunity to create and offer this kind of rank structure to CAP).

MOTION CARRIED

September 2009 NHQ Comments:

The Air Force has authority over the CAP grade structure. Requests for changes to the CAP General Officer Grade Structure must be approved by the Chief of Staff of the Air Force. Requests for changes to the CAP Grade Structure for Colonels and below will be approved by the CAP-USAF/CC.

September 2009 CAP-USAF Comments:

Non-concur.

September 2009 ADVISOR/STAFF Comments:

September 2009 National Board Action

**SUBJECT: Confidentiality of Internet Email
February 2009 NB – Agenda Item 5**

SWR/CC – Col Jensen

**FEBRUARY 2009 NB
INFORMATION BACKGROUND:**

E-mail has become a widely used means of communication and allows much increased efficiency of routine operations. However, e-mail is subject to interception, inadvertent or intentional forwarding, disclosure and “spoofing”. Use of e-mail for Civil Air Patrol operations must take into consideration the inherent insecurity of e-mail, particularly with regard to transmission of confidential or sensitive information.

**FEBRUARY 2009 NB
PROPOSED NATIONAL BOARD ACTION:**

That the National Board direct NHQ staff to insert the following language into CAPR 110-1 in the place determined most appropriate by the responsible CAP NHQ directorate:

“Internet e-mail is inherently insecure. E-mail may be subject to inadvertent or intentional disclosure or forwarding, interception or “spoofing”. E-mail shall ordinarily not be used for confidential or sensitive information. Confidentiality disclaimers, forwarding restrictions and the like shall not be depended upon to maintain the confidentiality of sensitive CAP operational, corporate or other information.”

**FEBRUARY 2009 NB
ESTIMATED FUNDING IMPACT:**

Minimal.

**FEBRUARY 2009 NB
CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Could be referred for further staffing; concur with Sr Advisor-Support comments.

**FEBRUARY 2009 NB
CAP-USAF HEADQUARTERS’ COMMENTS:**

Concur.

**FEBRUARY 2009 NB
ADVISOR / NATIONAL STAFF COMMENTS:**

[Sr Advisor-Support] Recommend that if the National Board desires additional regulatory guidance on the use of e-mails that this item be referred for further staffing to resolve the issues described by the NLO and others which may occur.

[NLO] The regulation only applies to official CAP websites and internet operations, not individuals within CAP using their private email accounts to send information. Consequently, I'm not sure this change accomplishes what Col Jensen wants. I don't think it's possible to do corporate business in the modern era without email, and disclaimers are used routinely for this purpose. There is a lot of developing law on the effectiveness of these disclaimers in litigation and preserving the attorney-client privilege, but it's still not clear what the overall outcome will be.

To what end is the amendment directed? Will there be disciplinary consequences? If CAP wants to provide a secure web portal for official business, we could do that, but at what cost? My law firm requires official business to be conducted thru our servers and email, so that we don't import viruses or other banned software. If CAP does that, that would be great.

REGULATIONS AND FORMS AFFECTED:

CAPR 110-1, *Internet Operations*

**FEBRUARY 2009 NB
NATIONAL BOARD ACTION**

COL DAVIS/SWR (PROXY) MOVED and COL BRITTON/AR seconded the PROPOSED NATIONAL BOARD ACTION.

COL WINTERS/OH MOVED TO POSTPONE and COL JENSEN/CT seconded the postponement to return to all staff for further study.

THE MOTION TO POSTPONE CARRIED.

FOLLOW-ON ACTION: All staff to study and bring the motion back with more detail of terms and conditions that are challenging CAP today. Include in September 2009 National Board agenda.

September 2009 National Board Agenda

September 2009 NHQ Comments:

Defer to the judgment of the National Board.

September 2009 CAP-USAF Comments:

CAP-USAF shares the concerns described by Col Jensen. Concur with Sr Advisor-Support that this issue should be referred for further staffing to investigate developing legal precedent and devise the best policy for CAP.

September 2009 ADVISOR/STAFF Comments:

September 2009 National Board Action

Aerospace Education

**SUBJECT: AE Officer of the Year – Name Change
February 2009 NB – Agenda Item 12**

PCR/CC – Col Pearson

**FEBRUARY 2009 NB
INFORMATION BACKGROUND:**

The recent additions to the national awards were nearly all named in memory of well known CAP members with the exception of the Aerospace Education Officer of the Year. Pacific Region is requesting consideration of naming that award in memory of Lt Col Jule Zumwalt.

Lt Col Zumwalt served for many years in a wide variety of AE positions at California Wing, Pacific Region, Pacific Liaison Region, National Headquarters CAP and CAP-USAF. She was instrumental in expanding the AE program and fostering recognizing the outstanding efforts of local AE officers. She emphasized the co-ordination of our AE program with local schools and the recruiting of teachers into CAP. She established an annual Pacific Region Aerospace Education Conference for teachers and was an enthusiastic supporter of the National Congress on Aerospace Education (NCASE).

Upon her retirement from CAP-USAF service, she moved to Seattle and became affiliated with the Boeing Museum of Flight as Program Manager for educational programs. Lt Col Zumwalt established many innovative programs for school groups of every level. Among these was a space shuttle simulation that included both mission control and orbiter functions with students interacting between the functions. In addition she provided many opportunities for teachers to gain aerospace knowledge and experience to share with their students.

Lt Col Zumwalt remained active in CAP, serving as Pacific Region DAE until her untimely passing. It would be extremely fitting to recognize her supreme contributions to our organization by naming this award in her memory.

**FEBRUARY 2009 NB
PROPOSED NATIONAL BOARD ACTION:**

That the National Board approves naming the recently approved Aerospace Education Officer of the Year award after Lt Col Jule Zumwalt.

**FEBRUARY 2009 NB
ESTIMATED FUNDING IMPACT:**

None.

**FEBRUARY 2009 NB
CAP NATIONAL HEADQUARTERS' COMMENTS:**

Non-concur as drafted. In agreement with the Aerospace Education Advisor comments. In lieu of consideration of a single individual at this Board, recommend opening it up for competition.

**FEBRUARY 2009 NB
CAP-USAF HEADQUARTERS' COMMENTS:**

No comment.

**FEBRUARY 2009 NB
ADVISOR / NATIONAL STAFF COMMENTS:**

[Sr Advisor-Support and AE Advisor] Non-concur. Recommend that this award not be renamed at this time, and if the Board does desire to rename the award, recommend that a team of CAP AE officers review all possible candidates, and make recommendations to the Board for action.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*
CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*

**FEBRUARY 2009 NB
NATIONAL BOARD ACTION**

COL PEARSON/PCR MOVED and COL MILLER/NV seconded the PROPOSED NATIONAL BOARD ACTION.

COL JENSEN/CT MOVED TO AMEND and COL WEISS/NFO seconded the amendment to strike the words "after Lt Col Jule Zumwalt," and open up the naming for competition.

THE MOTION TO AMEND CARRIED.

THE AMENDED MOTION CARRIED.

NOTE: The amended motion as restated by the chair reads:

"That the National Board approves naming the recently approved Aerospace Education Officer of the Year Award and opening the selection to all potential wing and region candidates.

September 2009 National Board Agenda

FOLLOW-ON ACTION: Referral to the Aerospace Education area to have a committee determine the nominee from the information submitted to them. Include in the September 2009 National Board Agenda.

September 2009 NHQ Comments:

Concur with AE National Advisor.

September 2009 CAP-USAF Comments:

No comment.

September 2009 ADVISOR/STAFF Comments:

See attached AE Advisor letter.

September 2009 National Board Action



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AFB, ALABAMA 36112-6332

20 Jul 2009

MEMORANDUM FOR CAP/ CAP/DCS/CS/CV/CC/NATIONAL BOARD

FROM: CAP/AE Advisor

SUBJECT: Agenda Item 12, Winter Board

1. With regard to the amended motion that was passed by the last National Board as a result of Agenda Item 12, I offer the following:

a. The National Board did approve the naming of the AEO of the Year award and opened the process for wings and regions to submit candidates for nomination, however, as of this date, none have been submitted for consideration. I offer my assistance to help you with this process.

b. Within the ranks of our membership, past and present, living and deceased, there are a number who have dedicated themselves, worked extremely hard and unselfishly gave of their time and energy to the advancement of Aerospace Education, both within CAP and the community. Certainly, there are many deserving of consideration for this honor.

c. The challenge will be to find that one individual who has distinguished him or herself even more than so many who have done so much for AE. Surely, a demanding task; one that also begs the questions – How long should it take? Is this a process that should be given a specific time-frame? Do we have to do it now?

d. The AEO of the Year will be a prestigious award to honor a distinguished CAP volunteer who has contributed more than most to the advancement of Aerospace Education. There should be no hurry. If the National Board believes there may be a more deserving candidate than those presented, certainly the Board has the option to take as much time as it believes necessary in making the selection.

2. As the AE Advisor, I recommend we establish the following process:

a. Wings and Regions submit candidates to the Education Programs Directorate/ Aerospace Education, who will in turn send them to the AE Advisor who will appoint a committee to review and make recommendations. They should be submitted directly by the wings and regions by a date to be determined.

September 2009 National Board Agenda

b. A candidate's submission should include a detailed presentation of biography and history with accomplishments believed to elevate that candidate above all others.

c. The AE Advisor's Committee will review each submission and select the top three candidates. The selections along with comments from the committee members will be submitted to the full National Board no less than 45 days prior to the next National Board Meeting, at which time the National Board will either make the selection or, if they do not believe the nominees rise to the occasion, re-open it to other candidate nominations, at which time the process will begin anew.

3. There is also no doubt there will be others to come who will be worthy of such an honor. For that reason, I further recommend that the award be reviewed, at least every 10 years, and the National Board determine if it should be renamed for yet another deserving candidate or remain as is.



Michael Jay Murrell, Colonel, CAP
AE Advisor

**SUBJECT: Annual Safety Survey Findings
May 2009 NEC – Agenda Item 2**

NCS – Col Chazell

**MAY 2009 NEC
INFORMATION BACKGROUND:**

The 2009 Winter National Board meeting tasked the Safety Team to determine feasibility of correcting Annual Safety Survey Findings.

**MAY 2009 NEC
PROPOSED NEC ACTION:**

That the National Executive Committee approve the following change to CAPR 62-1 Para 3c:

c. Each safety officer shall complete the on-line Safety Survey not later than 31 January of each year. Items to be addressed in this survey shall include, but are not limited to, those listed in the on-line Safety Survey found in e-Services. Once completed, this report will be sent automatically to the safety officer and the commander at the next higher echelon. Functional deficiencies noted should be brought to the attention of the proper staff agencies; that is, operations, logistics, etc., for correction. The Safety Survey will remain open until all unit-controllable deficiencies are corrected. Wing commanders will establish procedures to monitor the internal safety survey corrections of their subordinate units. The manner in which this is accomplished will vary with the structure and composition of the wing.

**MAY 2009 NEC
ESTIMATED FUNDING IMPACT:**

None.

**MAY 2009 NEC
CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**MAY 2009 NEC
CAP-USAF HEADQUARTERS' COMMENTS:**

Concur. However, if findings cannot be *corrected*, then efforts to *mitigate* the risks associated with those findings must be made to a satisfactory level.

September 2009 National Board Agenda

**MAY 2009 NEC
ADVISOR / NATIONAL STAFF COMMENTS:**

National Safety Officer is the author.

REGULATIONS AND FORMS AFFECTED:

CAPR 62-1, Para 3c, *CAP Safety Responsibilities and Procedures*.

**MAY 2009 NEC
NEC ACTION:**

COL CHAZELL/CS MOVED and COL CORTUM/RMR seconded that the National Executive Committee refer this item back to committee for further input. (NOTE: The committee was identified as the committee appointed at the winter 2009 National Board meeting, Agenda Item 30, New Business, Item c. Safety Survey Correction Action.)

THE MOTION CARRIED

FOLLOW-UP ACTION: Referral to committee and inclusion in the September 2009 Agenda.

September 2009 NHQ Comments:

Concur.

September 2009 CAP-USAF Comments:

Concur.

September 2009 ADVISOR/STAFF Comments:

September 2009 National Board Action

September 2009 National Board Agenda

AGENDA ITEM 18e

SE

OLD BUSINESS

**SUBJECT: Safety Responsibilities
May 2009 NEC – Agenda Item 3**

CAP-USAF/CC – Col Ward

See agenda item 11, offered as a substitute for this old business item.

**MAY 2009 NEC
INFORMATION BACKGROUND:**

At the 2009 Winter National Board meeting, the board voted to drop the face-to-face safety meeting requirement from CAPR 62-1, *Civil Air Patrol Safety Responsibilities and Procedures* and, in addition, tasked the CAP Safety Team to develop an on-line Safety Briefing that could be tracked. Safety education needs more than “encouragement.” CAP-USAF understands the challenges CAP faces as a volunteer organization that is also geographically diverse. Safety is essential to customer trust as well as mission execution. Therefore, requiring its membership to review a briefing, attend a meeting or read an email and tracking that requirement is crucial to a safer, more effective organization. Human nature would eventually de-emphasize safety if it is not made mandatory by the CAP leadership. A lesser focus on safety program compliance leads inexorably to a lesser focus on safety.

**MAY 2009 NEC
PROPOSED NEC ACTION:**

That the National Executive Committee approve the following change to the Safety Education policy as stated in CAPR 62-1 Para 3d:

- 1) The National staff will create a monthly safety briefing and post it on the CAP website.

- 2) All active members (to include cadet sponsor, life and 50-year members) shall complete the monthly National on-line safety presentation and quiz by the end of each calendar month. At least once annually, Operational Risk Management (ORM) will be discussed. New members will receive ORM familiarization training, which is included in the Level One Foundations Course.
 - a) NHQ/IT will create a method where completion of the monthly on-line safety briefing will be tracked so that unit safety officers and commanders may verify whether members in their units are complying with this requirement.

- 3) Safety Officers at each unit (region through flight) shall develop a program of regular safety education and mishap prevention training that addresses local conditions/issues, for the unit(s) to which they are assigned.

- 4) Each unit safety officer will conduct a monthly face-to-face or teleconference safety briefing for members of his/her unit. Members must participate in at least one face-to-face or teleconference safety briefing per quarter. Members may fulfill the requirement

September 2009 National Board Agenda

for local safety education by attending the briefing at their unit of assignment or any other chartered CAP unit.

5) Members who miss a monthly face-to-face or teleconference safety briefing must review the content of the missed briefing by the last day of the month following the missed briefing.

a) Each unit will maintain a file (hard copy, electronic or otherwise) of unit safety briefing materials for members who miss the unit monthly briefing to review.

b) Members who fail to review the content of the missed briefing by the last day of the month following the missed briefing may not participate in any CAP activity (including unit meetings) except to review the missed safety information.

MAY 2009 NEC ESTIMATED FUNDING IMPACT:

Minimal.

MAY 2009 NEC CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

MAY 2009 NEC CAP-USAF HEADQUARTERS' COMMENTS:

Sponsor of the item.

MAY 2009 NEC ADVISOR / NATIONAL STAFF COMMENTS:

CAP/SE – Concur.

Sr Advisor – Operations: Comments

Para 2. I object to a monthly requirement to view the safety briefing and complete the quiz. A quarterly requirement would be more practical and all the subject matter presented in the monthly briefing could be covered in the quarterly requirement and addressed in the quarterly quiz. A quarterly presentation and quiz would be easier to administer and track for compliance. A grace period for a 3 month window could be broader and insure that the membership would have an opportunity to meet the requirement.

The requirement for all categories of membership to meet this monthly is not going to improve the safety culture in CAP. Sponsor members, and potentially life and 50 year members are not normally engaged in weekly operational participation in unit activities yet want to maintain some involvement in CAP, even if on a limited social basis. If a

September 2009 National Board Agenda

member holds a staff position in a unit, even a flight, then they could be required to meet the established safety briefing requirements. Active staff position would be determined by the unit commander.

Para 4. Conducting a face to face or teleconference quarterly briefing should be video taped or conducted on a type of online video presentation that could accessed by a member within a time period specified for that quarter. If a member is unavailable during that time frame then he/she could be restricted from participation in any operational activity until the safety briefing requirement is met. Restricting a member from attending a unit meeting in overly restrictive and will lead to a loss of valuable members whose participation in support assignments is vital to the survival of many units. i.e., squadron administrative assignments, finance, cadet or senior training, etc.

Many members maintain their membership strictly to include participation in CAP activities with a family member, such as a spouse, or cadet parents to attend CAP conferences or other non-operational functions. This agenda item would restrict many of those members from attendance at these types of CAP events if they failed to complete the Safety briefings proposed.

Many units in CAP are so limited in personnel that would be able to prepare and conduct a safety briefing effectively and properly that the assignment of conducting the unit briefing would be onerous on the unit commander. An online briefing conducted quarterly would have more meaning, and would be more effective for all the participants.

CAP in many cases is a whole family event. While safety concerns are a very valid and vital issue, I believe the agenda item as proposed would be perceived as a NHQ "Fill the Square" requirement and not as a contribution to increasing our safety culture in CAP.

Sr. Advisor – Support Comments

The entire National Support Staff completely embraces the need to ensure that the Civil Air Patrol maintains the highest level of safety awareness possible. While we support the idea of the monthly online Safety Briefing described in the information background, we believe that some of the details contained in the five items of the Agenda Item pose substantial problems for the general membership.

Many current members, including spousal members and parent members, are not actively involved in the traditional missions of the CAP, but are supporters and have chosen to add their names to the CAP roles as well as their financial support. We fear that these members will no longer provide that support if they are required to meet the face to face meeting requirements on a monthly basis. The loss of these members could prove to be catastrophic both financially and for our membership numbers.

We also question the ability of certain small units to generate quality safety briefings on a continuing basis. Many remote units, often Flights, have too few members to have

September 2009 National Board Agenda

well designed monthly programs. Programs developed at a Wing or Group level may be more practical, allowing local units to add (but not delete) items of a local nature.

Finally, we are concerned with the method of compliance with the requirements. Verifying attendance at a face to face or teleconference meeting must be done at a local level and will have to be transferred to the National eServices system to allow members to continue to participate in virtually all of their activities. In the past, this has been one of the areas where CAP has not been successful.

In summary, the Support Section will work to implement any safety program which is developed. We would be eager to assist in additional review and staffing of the problems outlined above to seek a means to accomplish our safety goals without a potential loss of a substantial number of members.

REGULATIONS AND FORMS AFFECTED:

CAPR 62-1, Para 3d, *CAP Safety Responsibilities and Procedures*.

MAY 2009 NEC NEC ACTION:

COL WARD, CAP-USAF/CC MOVED and COL CARR/GLR SECONDED the PROPOSED NEC ACTION.

COL WEISS/NFO MOVED TO AMEND and COL HERRIN/NLO seconded that the National Executive Committee approve changing paragraph 5. b) To read as follows: "Members who fail to review the content of the missed briefing by the last day of the month following the missed briefing will review the materials before participating in any CAP activity."

THE MOTION TO AMEND CARRIED

COL VAZQUEZ/MER MOVED TO AMEND and COL KUDDES/NCR seconded the amendment to make a policy change whereby all references for monthly briefings are changed to quarterly briefings.

COL WEISS/NFO MOVED TO POSTPONE and COL CARR/GLR seconded that the National Executive Committee approve postponing action until the summer 2009 National Board meeting and send to a safety committee and the headquarters staff, with a goal of implementing by 1 Oct 2009.

Additional Guidance from the NEC: The NEC requests a committee report to the NEC by 1 July 2009, outlining progress and suggestions prior to submission as a National Board agenda item.

THE MOTION TO AMEND CARRIED

September 2009 National Board Agenda

The amended motion to postpone and refer to committee and requiring the formulation of an agenda item for the September 2009 National Board meeting carries (verified by a hand count).

FOLLOW-ON ACTIONS:

(1) The National Commander named the committee, headed by Col Cortum/RMR: Members are Col Kuddes/ NCR; Col Carr/GLR; Col Vazquez/MER; Col Letteer/SE; Col Guimond; Col Skiba; Col Brown/AK; Ms Susie Parker/NHQ/DP; Maj Hamm, USAF, CAP-USAF/SE; Brig Gen Chitwood and Maj Gen Courter.

(2) Guidance, based on discussion, provided to the NEC and committee.

(3) Report due from committee by 1 July 2009.

(4) Inclusion in the September 2009 National Board agenda.

September 2009 National Board Action

See agenda item 11, offered as a substitute for this old business item.

**SUBJECT: Deferring Discrepancies on the Discrepancy Log
February 2009 NB – Agenda Item 17**

NM Wg/CC – Col Himebrook

**FEBRUARY 2009 NB
INFORMATION BACKGROUND:**

The current Discrepancy Log in the Standard Aircraft Information File (AIF), depicted on page 3, allows only for signing off a discrepancy as repaired. And once a discrepancy is written up, the FAA locally (ABQ) has told us that the plane is grounded until *something* is written up about the resolution.

However, for minor items, this takes the plane out of service until it is repaired, and eliminates an otherwise available asset, as each little item must be fixed immediately. Deferring some maintenance until the next 50 hour or 100 hour maintenance session would be a lot more efficient (combining minor repairs is more cost efficient). The FARs allows this, and the paperwork used by professional aviation companies allow for this as well. I suggest we allow the Maintenance Officer to make this judgment call and also change the form to allow deferments to be tracked properly.

**FEBRUARY 2009 NB
PROPOSED NATIONAL BOARD ACTION:**

That the National Board approves that the Discrepancy Log be modified to allow the capability of indicating that a discrepancy is being deferred to the next significant maintenance event.

**FEBRUARY 2009 NB
ESTIMATED FUNDING IMPACT:**

This suggestion should require negligible funding, and could actually save money, although the amount is difficult to quantify.

**FEBRUARY 2009 NB
CAP NATIONAL HEADQUARTERS' COMMENTS:**

NHQ supports this proposal and, if approved, the logistics and operations staff will work together CAP members to develop criteria and determine appropriate documentation procedures.

**FEBRUARY 2009 NB
CAP-USAF HEADQUARTERS' COMMENTS:**

Concur. The proposed action is consistent with FAR Part 91.213 (d), but probably requires additional guidance within CAP in order to standardize procedures.

**FEBRUARY 2009 NB
ADVISOR / NATIONAL STAFF COMMENTS:**

Senior Advisor - Operations: The FAA is correct. Once something is written up, it must be addressed. An item can be written up and if it is not an airworthy issue, carried as a deferred item until the next maintenance period. i.e., 50/100/annual inspection or other maintenance. The aircraft maintenance officer would be the logical person to determine if a written up item could be deferred. Write-ups that are deferred would be noted in the A.I.F in the corrective action box in the discrepancy section. A sticker or note stating what the deferred item is should be placed on the cover of the A.I.F. This would be notice to the pilot that a deferred item is being carried on the aircraft. Once the deferred item has been repaired, the sticker or note would be removed. It would be a good procedure to have a required equipment list for each specific aircraft. The New Cessna 182T G1000 has a section in the POH that covers all of this. It is called the K. E. L., Kinds of Equipment List. It states what's installed, what must be working for IFR Day, Night, VFR Day, and Night. This is a maintenance issue and should be worked through the LG.

NLO: The National Legal Officer would not recommend the proposal in its current form which gives the maintenance officer unlimited discretion in making the decision to defer the maintenance item. The National Legal Officer would be receptive to a proposal which would include a required equipment list to be developed. This should NOT be called an MEL nor should we ask for an FAA approved MEL due to potential regulatory and enforcement problems. The list would be developed for each type of aircraft, broken down by type of operation (day, night, VFR, IFR) which would specify the items which, if inoperable (and removed or disabled and placarded), would not prohibit the flight. Due to the wide variations in the fleet on the type of equipment installed, the list may have to be aircraft specific, especially aircraft with have equipment lists or Kinds of Operations Equipment Lists, like the G1000 aircraft. Finally, there could be a category which would allow a flight to be made for maintenance purposes so the flight would be limited to repositioning for maintenance.

REGULATIONS AND FORMS AFFECTED:

CAPR 66-1, *CAP Aircraft Maintenance Management*

**FEBRUARY 2009 NB
NATIONAL BOARD ACTION**

COL HIMEBROOK/NM MOVED and COL BENCKERT/VT seconded the PROPOSED NATIONAL BOARD ACTION.

COL MOERSCH/FL MOVED TO TABLE and COL LARSON/IL seconded the motion to table so that all the issues raised in discussion could be resolved in a refined proposed National Board action and brought back later in the meeting.

THE MOTION TO TABLE CARRIED.

September 2009 National Board Agenda

Later in the meeting, this agenda item was brought back from the table.

COL MOERSCH/FL MOVED TO POSTPONE and COL LARSON/IL seconded the postponement to refer it to staff.

THE MOTION TO POSTPONE CARRIED.

FOLLOW-ON ACTION: Referral to staff and inclusion in the 2009 September National Board meeting agenda.

September 2009 NHQ Comments:

Due to recent correspondence with the FAA, CAP NHQ cannot support this item as written. CAP NHQ will present more detailed comments/information to the National Board at the meeting.

September 2009 CAP-USAF Comments:

Concur. The proposed action is consistent with FAR Part 91.213 (d), but probably requires additional guidance within CAP in order to standardize procedures.

September 2009 ADVISOR/STAFF Comments:

September 2009 National Board Action

**SUBJECT: Outer Garments for Corporate Uniform
February 2009 NB – Agenda Item 27 & 30**

Author:

**FEBRUARY 2009 NB
INFORMATION BACKGROUND:**

Agenda Item 27f. Sweaters for Use with the Corporate Uniform:
Col Mark Lee, PA/CC

The double breasted corporate uniform is designed to provide a military style uniform for those members who choose not to wear the Air Force style uniform or who may not meet the weight standards for the Air Force style uniform. In designing this uniform Civil Air Patrol has adopted the black outer garments such as the short windbreaker and longer double-breasted coat (Army style). For cooler weather, inside cooler air conditioned environments and in the northern parts of the country, this uniformed has suffered from not having complete elements approved to allow wear in all conditions as Air Force and Army uniforms, tested through time already have. The approval of sweaters and gloves will help complete the necessary elements.

Proposal: That the National Board authorizes the addition of the black V-neck, wool pullover sweater with epilates (Army style) and a black cardigan sweater with epilates (Army style), as both would be considered outer garments, metal grade with “CAP” cutouts would be worn on the epaulets. Additionally black leather gloves will be the only gloves authorized with all outer garments for the corporate, military style uniform.

Advisor/Staff Comments: The Uniform Team recommends tabling this proposal subject to further study. Otherwise, we do not concur with the proposal as written. The only possible wear of either Army style sweater would require it be worn without metal rank insignia. An alternative sweater is the authorized AF blue sweater with gray epaulet rank insignia; however its use with a corporate uniform of this type may require AF review.

Army Regulation 670-1 Wear and Appearance of the Army Uniform and Insignia Paragraph 30–8. *Wear of a uniform similar to the Army uniform, reads in part:*

b. According to section 773(b), title 10, United States Code (10 USC 773(b)), none of the uniforms prescribed in paragraph a, above, may include insignia or grade the same as or similar to those prescribed for officers of the Army, Navy, Air Force, or Marine Corps.

NHQ Comments: Defer to the Uniform Team.

CAP-USAF Comments: No comment.

September 2009 National Board Agenda

NB Action:

COL LEE/PA MOVED and COL JENSEN/CT seconded the written Proposal.

COL SAILE/MI MOVED TO AMEND and COL JENSEN/CT seconded the amendment to remove the metal grade insignia and metal cutouts and substitute the standard blue Air Force-style rank epaulet for the grade insignia.

COL PHELKA/CO MOVED TO POSTPONE and COL PARRIS/CA seconded the postponement with a tasking from the National Board to the Uniform Team to recommend to the board a comprehensive outer garment scenario for all corporate uniforms that the board may consider rather than doing it piece-meal—one piece at a time—with a report back to the 2009 Summer National Board

THE MOTION TO POSTPONE CARRIED.

FOLLOW-ON ACTION: Staffing by the Uniform Team and inclusion in the August 2009 National Board agenda.

Agenda Item 30b. Suspend Rules to Allow Uniform Item (Parka) Action at 2009 Summer Board.

COL LEE/PA stated that in August 2001 the National Board approved a proposal to review all uniform changes annually at the Winter National Board meeting.

COL LEE/PA MOVED and COL BENCKERT/VT seconded that National Board suspend the referenced policy to allow the Uniform Process Action Team to submit the recommendations on outer cold weather garments for wear with the Corporate uniform to the 2009 Summer National Board for consideration and final action.

THE MOTION CARRIED.

FOLLOW-ON ACTION: Uniform Process Action Team may submit recommendations on parkas (Agenda Item 27i. 2009 Winter National Board) to the 2009 September National Board. Include in September 2009 National Board agenda.

ESTIMATED FUNDING IMPACT:

To be determined.

FEBRUARY 2009 NB CAP NATIONAL HEADQUARTERS' COMMENTS:

Defer to the Uniform Committee recommendations.

September 2009 National Board Agenda

**FEBRUARY 2009 NB
CAP-USAF HEADQUARTERS' COMMENTS:**

No comment.

**FEBRUARY 2009 NB
ADVISOR / NATIONAL STAFF COMMENTS:**

REGULATIONS AND FORMS AFFECTED:

CAPM 35-9, *CAP Uniform Manual*

September 2009 NHQ Comments:

Defer to the Uniform Team.

September 2009 CAP-USAF Comments:

No comment.

September 2009 ADVISOR/STAFF Comments:

September 2009 National Board Action

September 2009 National Board Agenda

AGENDA ITEM 18h

GC

OLD BUSINESS

SUBJECT: BoG Quorum
May 2009 NEC – Agenda Item 7c

NLO – Col Herrin

**MAY 2009 NEC
INFORMATION BACKGROUND:**

Agenda Item 7c. Change to BoG Quorum

COL HERRIN/NLO made reference to some changes to the Constitution and Bylaws after the creation of the Board of Governors. He stated that the original quorum requirement for a BoG meeting was nine members. This large a number became problematic and the number required for a quorum was dropped to seven. This action resulted in a problem due to the way the board is constituted: four appointees from the Secretary of the Air Force, four Civil Air Patrol members, and three members from industry—interested organizations. With a quorum of seven, either the entire Air Force contingent or the entire Civil Air Patrol contingent could be excluded from a meeting and the board would still be able to conduct business. He added that it is common practice that all contingents of mixed governance are represented in the constitution of a quorum of business meetings.

COL HERRIN/CHAIRMAN, CONSTITUTION AND BYLAWS COMMITTEE MOVED and COL CHAZELL/CS seconded that the National Executive Committee recommend to the National Board the adoption of the following change to the Bylaws: “Section 22.1. Seven members shall constitute a quorum at any regular or special meeting of the Board of Governors; however, at least one Secretary of the Air Force appointee, one interested organization appointee, and one Civil Air Patrol appointee must be present at a meeting for a quorum to exist.”

COL JENSEN/SWR MOVED TO AMEND and COL CARR/GLR seconded the amendment that the National Executive Committee refers this matter to the Constitution and Bylaws Committee.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

The amended motion reads as follows:

“That the National Executive Committee refers to the Constitution and Bylaws Committee for recommendation to the National Board, the adoption (and subsequent action of the Board of Governors) of the following change to the Bylaws: “Section 22.1. Seven members shall constitute a quorum at any regular or special meeting of the Board of Governors; however, at least one

September 2009 National Board Agenda

Secretary of the Air Force appointee, one interested organization appointee, and one Civil Air Patrol appointee must be present at a meeting for a quorum to exist.”

FOLLOW-ON ACTION: Referral to the Constitution and Bylaws Committee; include in the September 2009 National Board agenda; and, if recommended by the National Board, include in the December 2009 Board of Governors agenda.

September 2009 NHQ Comments:

Concur with the Constitution and Bylaws report.

September 2009 CAP-USAF Comments:

September 2009 ADVISOR/STAFF Comments:

Constitution & Bylaws Report: The Committee neither endorses nor disapproves of the proposed change. Although the Committee feels that the proposed change would validate the importance of each of the three constituencies (USAF, CAP, industry) that comprise the Board of Governors, we are mindful that telecommunications technology makes it possible for BoG members to attend meetings without the inconvenience of actually traveling and therefore make it easier for a quorum to be constituted than ever before. We are also mindful that the proposed change to the bylaws would make it possible for any of the 3 constituencies to "boycott" the BoG process and prevent the BoG from conducting its business. So long as all BoG members are provided notice of all meetings of the BoG IAW the C&B, whether regularly set or specially called, we are of the view that a change in the quorum requirement as suggested probably is not necessary.

September 2009 National Board Action

AGENDA ITEM 19

REPORTS

**SUBJECT: Advisor, Executive, Staff and Committee Reports
CAP/CS – Col Chazell**

Perfunctory Reports:

- | | |
|--|-------------|
| 1. * (Staff) CAP National Safety Officer | Col Letteer |
| 2. * (Executive) Finance Committee Report | Col Weiss |
| 3. * (Executive) Chaplain Report | Col Woodard |
| 4. * (Executive) National Legal Officer's Report | Col Herrin |
| 5. * (Executive) Inspector General | Col Linker |
| 6. * (Advisor) Senior Advisor, Support | Col Guimond |
| 7. * (Advisor) Senior Advisor, Operations | Col Skiba |

Additional Reports, time permitting:

- | | |
|--|------------------|
| 8. (Advisor) National Advisory Council | c/Col King |
| 9. (Advisor) National Cadet Advisory Council | Brig Gen du Pont |
| 10. (Staff) Historian Report | Col Blascovich |
| 11. (Staff) National Medical Officer | Col McLaughlin |
| 12. (Committee) Hall of Honor | Maj Gen Wheless |
| 13. (Committee) Constitution and Bylaws | Col Herrin |
| 14. (Committee) Public Trust | Col Kavich |
| 15. (Affinity) Large Wing | Col Pearson |
| 16. (Affinity) Disaster Relief | Col Rushing |
| 17. (Affinity) Operations | Col Vazquez |

AGENDA ITEM 20

SUBJECT: New Business

- a. Awards, Decorations, and Promotions