

NEC AGENDA

**National Executive Committee
Meeting
29-30 April 2011**



Chicago IL
(As of April 12, 2011)

National Executive Committee Meeting
29-30 April 2011
Chicago IL

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OPEN SESSION

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Civil Air Patrol
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CALL TO ORDER	Maj Gen Amy S. Courter, CAP
INVOCATION.....	Ch, Col Whitson B. Woodard, CAP
PLEDGE OF ALLEGIANCE	Col Russell E. Chazell, CAP
ROLL CALL.....	Mr. Don R. Rowland, HQ CAP/EX
SAFETY BRIEFING	Col Bob Diduch, CAP
NATIONAL COMMANDER REMARKS.....	Maj Gen Amy S. Courter, CAP
EXECUTIVE DIRECTOR REMARKS.....	Mr. Don R. Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS.....	Col William R. Ward, USAF

NATIONAL EXECUTIVE COMMITTEE

Maj Gen Amy S. Courter, CAP	National Commander
Brig Gen Charles L. Carr, Jr., CAP	National Vice Commander
Col Russell E. Chazell, CAP	National Chief of Staff
Col C. Warren Vest, CAP	National Finance Officer
Col Barry S. Herrin, CAP	National Legal Officer
Col William S. Charles, II, CAP.....	National Controller
Col Christopher J. Hayden, CAP	Northeast Region Commander
Col Joseph R. Vazquez, CAP	Middle East Region Commander
Col Robert M. Karton, CAP.....	Great Lakes Region Commander
Col James M. Rushing, CAP	Southeast Region Commander
Col Sean P. Fagan, CAP.....	North Central Region Commander
Col Joseph C. Jensen, CAP	Southwest Region Commander
Col Donald G. Cortum, CAP	Rocky Mountain Region Commander
Col Larry F. Myrick, CAP	Pacific Region Commander

Non-voting members:

Col William R. Ward, USAF	CAP-USAF Commander
Col Merle V. Starr, CAP.....	CAP Inspector General
Ch, Col Whitson B. Woodard, CAP	Chief of Chaplain Corps

CORPORATE TEAM

Mr. Don Rowland	Executive Director
Mr. John Salvador	Assistant Executive Director
Mr. Johnny Dean	Director, Operations
Mr. John Desmarais	Deputy Director, Operations
Ms. Susan Easter	Chief Financial Officer
Mr. Larry Kauffman	Assistant to Executive Director for Fleet Management
Mr. James Mallett	Director, Educational Programs
Mr. Rafael Robles	General Counsel
Mr. Gary Schneider	Director, Logistics & Mission Resources

AGENDA ITEM - 1

Action

**SUBJECT: Advisor / Committee Reports
CAP/CS – Col Chazell**

Perfunctory Reports:

- | | |
|---|-----------------|
| 1. * (Staff) CAP National Safety Officer | Col Diduch |
| 2. * (Executive) Finance Committee | Col Vest |
| 3. * (Executive) Chaplain | Ch, Col Woodard |
| 4. * (Executive) National Legal Officer | Col Herrin |
| 5. * (Executive) Inspector General | Col Starr |
| 6. * (Executive) National Controller | Col Charles |
| 7. * (Advisor) Senior Advisor, Support | Col Guimond |
| 8. * (Advisor) Senior Advisor, Operations | Col Murrell |

Additional Reports:

- | | |
|---|------------------|
| 9. (Advisor) National Advisory Council | Brig Gen du Pont |
| 10. (Advisor) National Cadet Advisory Council | c/Col Coogan |
| 11. (Staff) Historian | Col Blascovich |
| 12. (Staff) National Medical Officer | Col McLaughlin |
| 13. (Committee) Hall of Honor | Maj Gen Wheless |
| 14. (Committee) Constitution and Bylaws | Col Herrin |
| 15. (Committee) Public Trust | Col Kavich |
| 16. (Committee) Governance | Col Verrett |

SUBJECT: Approval of October 2010 NEC Minutes
CAP/CS – Col Chazell

Author: None

INFORMATION BACKGROUND:

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

The October 2010 NEC Minutes are included in your material.

PROPOSED NEC ACTION:

That the National Executive Committee approve the October 2010 NEC minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

**SUBJECT: CY2012 NEC Meeting Dates
CAP/CS – Col Chazell**

Author: Mr. Rowland

INFORMATION BACKGROUND:

The fall 2011 NEC dates are 4-5 November at Maxwell AFB. For calendar year 2012, the winter meeting of the National Board will be 1-4 March in Washington DC. The 2012 Annual Conference will be 22-25 August in Baltimore MD.

For the NEC meetings in calendar year 2012, the proposed dates are:

<u>Event</u>	<u>Date</u>	<u>Location</u>
Spring NEC Meeting	4-5 May 2012	TBD
Fall NEC Meeting	2-3 November 2012	TBD

PROPOSED NEC ACTION:

That the National Executive Committee approve the proposed NEC dates for CY2012.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

**SUBJECT: Meet the Candidates
CAP/NLO – Col Herrin**

Author: Col Herrin

INFORMATION BACKGROUND:

The Civil Air Patrol Constitution and By Laws provides that candidates for National Commander and National Vice Commander shall file a request for consideration with the office of the Executive Director outlining a summary of their experience, qualifications, platforms, and proposals if elected no later than 90 days prior to the National Board meeting for which the election is to be held. The Executive Director will immediately mail a copy of the candidate's requests to all National Board members. This process ensures that all qualified candidates have the opportunity to address National Board members. What is missing is a structured format that allows National Board members the opportunity to meet candidates for National Commander and National Vice Commander prior to the election. At the Summer 2009 and 2010 National Board meetings the National Commander hosted a forum called "Meet the Candidates" in which the candidates for National Vice Commander were posed a series of questions in front of National Board members prior to the board meeting in an informal setting. This gave the National Board members greater insight into the qualifications of the candidates. The feedback after these forums was that this method is valuable and should be permanent.

PROPOSED NEC ACTION:

That the National Executive Committee approve that the day before a National Board meeting in which the National Board is scheduled to elect a National Commander and/or National Vice Commander that a "Meet the Candidates" forum be held for all National Board members. That this session is to be moderated by the National Legal Officer or his designee. That the moderator be allowed to solicit questions prior to the session from a wide variety of sources and that all candidates for National Commander and National Vice Commander shall be invited to attend.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur with a forum being held before the National Board meeting. On a short term basis, we suggest the NEC approve incorporating the proposed language to the instructions and guidelines provided by the NLO to the candidates, please see attachments of last year's correspondence and subsequently a regulation may be issued providing detailed election information on pre- election activities and the election process.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

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ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

SUBJECT: RCLS/COS Equivalency for the Eaker Award

Author: Col Chazell

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

CAPR 52-16 (1 Feb 2011), *Cadet Program Management*, paragraph 5-12(g)(2) requires cadets to complete either Region Cadet Leadership School (RCLS) or Cadet Officer School (COS) in order to qualify for the General Ira C. Eaker Award. Completion of these in-residence schools has not always been the only way to complete the “leadership academy” requirement of the Eaker Award. Previously, cadets could complete the *CAP Senior Officer* correspondence course managed by AFIADL (aka ECI-13). See CAPR 52-16 (1 Apr 2003), paragraph 2-9(d) (1).

The advent of the new CAP Officer Basic Course and the subsequent elimination of ECI-13 provided the basis for removing the “correspondence course” option from cadets striving for the Eaker Award. While the new CAP Officer Basic Course is not a suitable equivalency, the lack of such an option effectively prevents cadets who cannot financially afford RCLS or COS, who cannot take the time away from home to attend in-residence, or who are not selected for RCLS or COS from earning the prestigious Eaker Award. Further, without the Eaker Award, those cadets cannot possibly earn the General Carl A. Spaatz Award.

The “correspondence course” option should be reinstated.

PROPOSED NEC ACTION:

That the National Executive Committee direct the National Staff and NHQ cadet programs teams to develop a “correspondence course” option to serve as an equivalency to RCLS and COS for cadets striving to earn the General Ira C. Eaker Award; and, that such an option be ready for cadet use no later than 1 October 2011.

ESTIMATED FUNDING IMPACT:

Unknown.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

NHQ supports the concept of a distance learning substitute for RCLS, but cannot accommodate the completion date specified in the agenda item. A distance learning option for RCLS cannot be completed earlier than 2012, unless we delay completion of the *Learn to Lead* curriculum for Phase III and IV cadets which we have promised to be completed by 31 Dec, 2011.

For whatever reason, RCLS has not had a formal curriculum for nearly 20 years. Recognizing this as a core problem in the cadet program, the NHQ staff and the NCAC have worked together over the past few months to create a basic RCLS curriculum

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framework. RCLS interim guidance will be ready soon. After some basic guidance is published, our plan then is to finish development of the *Learn to Lead* volumes for Phase III and IV cadets by 31 Dec, 2011. When completed, those texts will provide a foundation for a comprehensive RCLS curriculum. Once that curriculum is ready, we'll be in a position to create a distance learning equivalent for RCLS in 2012.

Finally, the lack of a RCLS distance education option seems to be impacting very, very few cadets. Two percent of cadets earn the Eaker Award. Of those that earn it, fewer than 2% followed the previously available, but now defunct, AFIADL-13 correspondence course which served as an RCLS equivalency.

CAP-USAF HEADQUARTERS' COMMENTS:

CAP-USAF fully supports efforts to promote cadet education and leadership development.

ADVISOR / NATIONAL STAFF COMMENTS:

NLO – Why not allow the cadet to take the Basic Officer Course online?

Senior Advisor Support – Recommend, for the reasons outlined in the NHQ comments, that this Agenda Item be tabled until the Spring 2012 NEC Meeting at which time the comprehensive RCLS curriculum will be complete, and the NHQ and volunteer staff can make better recommendations regarding a distance learning alternative.

REGULATIONS AND FORMS AFFECTED:

CAPR 52-16, *Cadet Program Management*

NEC ACTION:

SUBJECT: Col Robert (Bud) V. Payton National PAO of the Year Award
Author: Col Guimond CAP/CS – Col Chazell

INFORMATION BACKGROUND:

CAPR 190-1 limits eligibility for the Col Robert (Bud) V. Payton National PAO of the Year Award to wing PAOs; however, there are many outstanding PAOs at the unit and group level who are also deserving of national recognition and should be permitted to compete for the award. Opening up the nomination process to allow outstanding PAOs nationwide is consistent with the way all other CAP national awards competitions, with the exception of the Chaplain awards, are handled.

PROPOSED NEC ACTION:

That the National Executive Committee approve changing CAPR 190-1 to allow PAOs at all levels to compete for the Payton Award starting in 2012.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor Support is the author and fully supports this item.

REGULATIONS AND FORMS AFFECTED:

CAPR 190-1, *Civil Air Patrol Public Affairs Program*

NEC ACTION:

SUBJECT: Civil Air Patrol Public Affairs Awards Program

Author: Ms. DeBardelaben

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

Since 2007 Civil Air Patrol has recognized individual excellence in the Public Affairs Program with the Maj Howell Balsem Exceptional Achievement Awards. These awards were created by NHQ/PA in concert with a committee of CAP Public Affairs Officers, and they were initially awarded during the inaugural PAO Academy held in Atlanta in 2007.

The awards are named in honor of the Air Force major considered by Civil Air Patrol's historians to have been the first Public Affairs officer to serve CAP at the national level in the 1950s. The awards are designed to recognize excellence in ten areas of the CAP Public Affairs Program.

The Balsem Awards differ from CAP's "of the year" recognitions in that they recognize excellence in specific areas of the Public Affairs Program rather than overall excellence as recognized with the Col Robert (Bud) V. Payton National PAO of the Year Award.

There are awards competitions at the local, regional and national levels that recognize exceptional achievement in the many areas in which PAOs must maintain expertise in order to be effective. These include military and private sector organizations that have a public relations component, such as the Public Relations Society of America, International Association of Business Communicators, U.S. Air Force and Coast Guard Auxiliary.

It is also common practice in these competitions that they are judged by outside experts. The requested NEC action reflects this with the addition of oversight by a committee led by the National Public Affairs Team Leader and the Deputy Director, Public Affairs.

PROPOSED NEC ACTION:

That the National Executive Committee authorize implementation of the Maj Howell Balsem Exceptional Achievement Awards as follows:

The Maj Howell Balsem Exceptional Achievement Awards recognize excellence in ten major categories of the CAP Public Affairs Program as listed below:

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Major Category	Sub categories
Writing for Media	<ul style="list-style-type: none"> • News release used by CAP Volunteer or capvolunteernow.com • News release used by a newspaper, magazine or newsletter • News release used by a TV or radio station • News release used by a military publication • News release used by a website
Brochure/Poster/Flyer	<ul style="list-style-type: none"> • Black and white brochure • Black and white poster • Black and white flyer • Color brochure • Color poster • Color flyer
Newsletters	
Slide/PowerPoint Presentations	
Website	<ul style="list-style-type: none"> • External • Internal • Online Media
Photography	<ul style="list-style-type: none"> • Image used by newspaper/wire service/magazine (more than 100,000 circulation) • Image used by newspaper/magazine (less than 100,000 circulation) • Image used by weekly newspaper • Image used in a CAP publication or website • Image published on an external website
Media Coverage of CAP	<ul style="list-style-type: none"> • Article used by newspaper/wire service/magazine (more than 100,000 circulation) • Article used by newspaper/magazine (less than 100,000 circulation) • Article used by weekly newspaper • Podcast • Video
Event Promotion/Crisis Management	<ul style="list-style-type: none"> • Special program in which PAO played a leadership role • Assistance provided to commander in addressing an issue or crisis • Preparation of a PA plan/program that addresses a crisis
Social Media	<ul style="list-style-type: none"> • Facebook • Twitter • YouTube • Other
"Best in Show"	An entry that in the opinion of the judges clearly exemplifies an outstanding public affairs effort and should be considered by CAP's PAOs as a best practice

The Balsem Awards are judged by a panel of public relations practitioners with expertise in the various categories who are not associated with Civil Air Patrol.

The awards program is administered by a committee of PAOs headed by the National Public Affairs Team Leader and the NHQ Deputy Director, Public Affairs. At least two judges are selected annually in each of the eight categories and the winners are selected based solely on the judges' view of each entry's creativity and overall effectiveness, with emphasis on following the four-step planning process.

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The judges may award a first-place Balsem Award, second-place Award of Excellence and third-place Certificate of Merit for each of the 34 categories, OR the judges may opt to not present an award in any category.

More than one first-, second- and third-place award may be selected, as the judges deem appropriate.

All awards are NHQ generated certificates that will be mailed to each award winner's wing commander for presentation at an appropriate time. Winners will also be announced via a news release.

ESTIMATED FUNDING IMPACT:

Limited to the cost of generating and mailing certificates.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor Support and the PA Team Leader strongly support this item. The Balsem Award process has been refined for the past several years and should now be formally approved by CAP.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*
CAPR 190-1, *Civil Air Patrol Public Affairs Program*

NEC ACTION:

SUBJECT: Triangle/Propeller Logo
CAP/CS – Col Chazell

Author: Col Guimond

INFORMATION BACKGROUND:

Command Patch



Official Seal



Emblem



Triangle/Propeller



The CAP triangle/propeller logo was originally crafted for use as a Summer National Board logo. Since then, the logo has been used by National Headquarters for use in marketing CAP for several years.

First, let's review the current symbols that CAP uses.

- The CAP command patch is primarily intended as a military-style uniform item and is closely associated with the military and emergency services. The command patch is fashioned after current military uniform patches and is hard to distinguish in a group of similarly styled military patches. Because so many military patches exist, the command patch isn't unique enough to be a readily identifiable logo to both CAP and non-CAP members.
- The CAP corporate seal is appropriate for official correspondence and documents. The intricacies of the seal design make it difficult to replicate in all sizes and media. Additionally, seals are used by many other organizations and the seal is not a unique design to CAP. Because of its common and intricate design, the corporate seal is not easily and quickly identified as a CAP symbol to CAP member and non-CAP members.
- The CAP emblem is a symbol inspired by the World War II era Civil Defense logo. Like the Civil Defense department, CAP has evolved over the years to embrace new missions in service to the country. The CAP emblem is a historical logo and a great reminder of Civil Air Patrol's proud beginnings, but its overall look is dated.

Civil Air Patrol is in need of a marketing logo that has a simple design that can be easily replicated in all media and is readily identified by the public. Both the US Army and US Air Force have, in recent years, created new simple logos to better catch the attention of the public and ensure "brand" recognition from both the community and their members. The triangle/propeller logo is a unique symbol to CAP and not similar in design to other symbols like the command patch, the corporate seal and the emblem.

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The triangle/propeller logo represents the brand and marketing message Civil Air Patrol seeks to communicate to the world. The design makes excellent use of color contrasts that highlight the CAP name and the logo works well in all sizes and media. It is simple and easily recognizable, both up close and from a distance.

The triangle on the triangle/propeller logo is a solemn nod to the CAP emblem and to the now-retired logo of the Civil Defense department, an organization which helped spur the start of Civil Air Patrol. The design's focal point, the red propeller, is unique to CAP and a hallmark of every tenet of our missions – aviation is the common thread that weaves together the quilt of Civil Air Patrol. The tri-prop, inside the triangle, has been part of CAP's identity for the last 69 years and is the constant theme throughout all of our symbols. Additionally, each of the three blades represents one mission of CAP: Aerospace Education, Cadet Programs and Emergency Services.

The triangle/propeller logo is often used in conjunction with the message "Citizens Serving Communities" to further solidify that the CAP of today is much more than search and rescue. CAP's founding members were driven by a need to protect and serve their country; today's CAP members are also driven to protect and serve their communities. The triangle/propeller logo is an extension of CAP's original identity and is updated to reflect the evolution of our missions. The goal is for the triangle/propeller logo to become CAP's most recognizable symbol and CAP members are encouraged to use it. However, use of the triangle/propeller logo is optional and not required.

PROPOSED NEC ACTION:

That the National Executive Committee approve the use of the triangle/propeller logo as an optional alternative to the CAP seal, patch and emblem in publications and promotional materials to include, but not limited to:

1. All official CAP publications (through squadron level).
2. All official CAP web pages nationwide (through squadron level).
3. Official invitations, greetings, and programs at national, regional, and wing levels.
4. Stationary of any CAP unit or authorized committee.
5. Signs identifying CAP units at all levels.
6. News release letterhead; Civil Air Patrol business cards, using the member's official CAP duty title; and other official printed material.
7. Marketing, promotional and recruiting materials, including brochures, magazines, newsletters, exhibits, vehicle wraps, signs, banners, billboards, print ads, posters, videos, coins, lapel pins, shirts etc. (through squadron level).
8. All official social media communiqués including, but not limited to Facebook, Twitter, MySpace, Flickr, blogs, etc. (through squadron level).
9. Printed or electronic unit and NHQ newsletters.

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ESTIMATED FUNDING IMPACT:

No additional funding is required because use of the triangle/propeller logo is optional. No funding is needed to recreate new products (stationary, business cards or other items).

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. It is crucial that CAP have a branding symbol that is simple and easily recognizable. The triangle/propeller logo meets these requirements.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor – Operations: Concur. We have to do a much better job at branding and consistency. This is a step in the right direction. How many varieties of calling cards and letterheads do we see on a regular basis? Regardless of whatever logo is selected, it should be consistent.

Senior Advisor Support: The Support Staff recognizes that this is an issue which is highly sensitive, and consensus within the staff is certainly not complete. The Support Staff as a whole, however, recommends this AI for the purpose that it has been proposed—a branding and marketing symbol. A quick review of the military services shows that both the Air Force and Army have followed this course and have been very successful. Virtually all of us can identify their simple logos without any text support. The Navy and Coast Guard have not followed this path, and as a result they have many symbols which are not easily identified by the public or even other service personnel.

REGULATIONS AND FORMS AFFECTED:

CAPR 900-2, *Civil Air Patrol Seal, Emblem and Flag Etiquette*
CAPR 10-1, *Preparing Official Correspondence*

NEC ACTION:

AGENDA ITEM – 9

ED
Chaplaincy

Action

SUBJECT: Approval of Chaplain and CDI Appointments

Author: Col Chazell

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

CAPR 265-1 (15 Oct 2009), *The Civil Air Patrol Chaplain Corps*, paragraphs 6 and 7 specify the approval process for the appointment of CAP Chaplains and Character Development Officers (CDI). Initial application for appointment as a Chaplain or CDI is approved by the “unit commander where the chaplain will be assigned.” In the case of CDIs, the Wing Chaplain conducts an interview. In both cases, neither the Wing Commander nor Region Commander approves initial appointments of Chaplains or CDIs. Wing and Region commanders should not be required to accept professional appointments of which they had no approval opportunity. This is contrary to every other professional appointment approval process in CAP.

Health Services Officers are appointed by commanders IAW CAPR 160-1 (6 May 2002), paragraph 4 and CAPR 35-5 (16 Mar 2010), paragraph 5-3(c). Aerospace Education Officers are appointed by commanders IAW CAPR 280-2 (22 Feb 2011), paragraph 3 and CAPR 35-5 (16 Mar 2010), paragraph 5-3(d). Legal Officers are appointed by commanders IAW CAPR 111-1 (1 Jun 2009), paragraph 2(a) and CAPR 35-5 (16 Mar 2010), paragraph 5-3(e). Finance Officers are appointed by commanders IAW CAPR 173-1 (8 Dec 2009), paragraphs 7, 8, & 36, and CAPR 35-5 (16 Mar 2010), paragraph 5-3(f). CAP Chaplain and CDI appointments should be approved by commanders in the same manner as other professional appointments are approved.

PROPOSED NEC ACTION:

That the National Executive Committee amend CAPR 265-1, with immediate effect, to state that Chaplain and CDI appointments cannot be made without approval by Wing and Region Commanders upon recommendation by their Wing and Region Chaplains; and that final approval cannot be made without approval by the National Commander upon recommendation of the National Chaplain.

ESTIMATED FUNDING IMPACT:

Unknown at this time

CAP NATIONAL HEADQUARTERS’ COMMENTS:

A committee to study the Chaplain appointment process was created at the September 2010 National Board meeting. We believe it would be premature to consider this item until the results of the Committee’s review are available. An interim report from the committee is due to this meeting of the NEC.

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CAP-USAF HEADQUARTERS' COMMENTS:

Concur, though waiting to incorporate input from the ad hoc committee would be prudent.

ADVISOR / NATIONAL STAFF COMMENTS:

NLO – Concur.

Chaplain Corps: Non-Concur. For many years the chaplain appointment process was rife with delays that often extended the time needed by months and even years. The most often cited reason for inordinate delay was that the application package was sent to Wing and there languished. Since chaplains, in accordance with the Statement of Work, are appointed through the Chaplain Corps which exists parallel to the command structure, there is a great deal of ambiguity about what to do with a chaplain application package at the wing. It was common for chaplain applications to require multiple submissions when previous efforts were lost or misplaced at Wing. The Chaplain Corps has addressed these delays with the result that, currently, chaplain application packages are typically being resolved in about 40 to 45 days from the time the Wing Chaplain completes the submission. Rather than physically sending the package to Wing, the Wing Chaplain contacts the Wing Commander to determine whether the commander has any objections to the applicant. This procedure provides the commander with the opportunity to reject an applicant without subjecting the application to extended delays. In any event, it is highly doubtful that a wing or region commander would be acquainted with a new chaplain applicant. This proposal would return us to excessive and unnecessary delays and even increase them by adding a heretofore undesired submission to a region headquarters.

Though there are several commonalities, chaplain appointments cannot be viewed precisely as other professional appointments such as lawyers. Attorneys, doctors, and mental health practitioners are regulated by state licensing agencies that provide a level of assurance that these individuals have met acceptable standards of competency. The Constitution of the United States does not permit a government agency to provide oversight of religious ministry. Anyone can make a unilateral decision to become a church or religious agency without any measure of effectiveness or competency. In the appointment of chaplains, it is vital that those who have an intimate and experienced knowledge of ministry qualifications, education and oversight examine applicants to ascertain their suitability for ministry in CAP's pluralistic environment. This proposal in effect burdens commanders with the responsibility of making these judgments in an area in which they are likely to lack practical understanding, acting only on the recommendation of their chaplain, and without the opportunity to examine some of the necessary documents. It is not uncommon that chaplains with little or no knowledge or experience in these matters are appointed to the position of Wing Chaplain when more experienced chaplains are not available.

REGULATIONS AND FORMS AFFECTED:

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

NEC ACTION:

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ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

AGENDA ITEM - 11

Action

SUBJECT: Old Business

A. May 2010 National Executive Committee Meeting:

Agenda Item 9

Active Personnel Files

NER/CC – Col Hayden

INFORMATION BACKGROUND:

IAW CAPR 39-2 Section B Active Records 1.7 *The member's unit of assignment will maintain these records. The unit personnel officer normally maintains personnel records.*

This gives any unit commander access to their personal files whereby items such as a letter of admonishment or reprimand could easily be removed. By these records being moved to and maintained by the next highest echelon such interference would not be possible and the integrity of these records would be assured.

PROPOSED NEC ACTION:

That the National Executive Committee approves that all CAP members' personnel files would be held by their immediate unit except the unit commanders themselves where their personnel file would be held by the next level unit commander that they report to. Unit Commanders: Squadron to Group, Group to Wing, Wing to Region, and Region to National.

Effective date of _____.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

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ADVISOR / NATIONAL STAFF COMMENTS:

Sr Advisor Support – We have no objection to this agenda item, however, we suggest that Wing and Region Commanders maintain their own personal records in the same manner that National Staff Officers do. There will be a substantial cost involved for the NHQ to maintain all records, and the present system for senior staff and national officers has worked well for many years.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-2, *Civil Air Patrol Membership*

NEC ACTION:

COL HAYDEN/NER MOVED and COL KUDDER/NCR seconded that the National Executive Committee refer this item to committee with a report to the November 2010 NEC Meeting.

During discussion there were concerns especially about procedures for handling personnel files containing reprimands and how long they should be kept.

THE MOTION CARRIED

FOLLOW-ON ACTION: The National Commander will work with Ms. Parker/DP and committee chairs to determine if the scope of the Adverse Action Committee should be enlarged to manage this item or if better served elsewhere send to another committee. Proposed options will be coordinated with region commanders prior to committee assignment.

Include in the November 2010 NEC Agenda.

October 2010 - Action

Committee Report – 23 Oct 10

The Adverse Action Committee did discuss this issue at our last conference call. The committee is not in favor of the agenda item as proposed. They feel that a better approach to handling issues of letters of admonishment or reprimand, items which might be removed if a person had access to their own personnel files, would be for each commander to maintain a continuity book to be passed on to his or her successor with notes regarding admonishment or reprimand. Continuity book items do not have to be reviewed with the individual to the extent items entered into a personnel file have to be reviewed.

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Furthermore, if items are entered into personnel files, they should contain a date at which the item will be removed, based on the severity of the issue, if the action served to modify the individual's behavior as it was intended.

COL KUDDES/NCR MOVED and BRIG GEN CARR/CV seconded that the National Executive Committee request the Adverse Action Committee to continue working this issue to include a recommendation as to how commanders access the database when evaluating people for promotion or placement in particular offices and report back to the May 2011 NEC Meeting.

THE MOTION CARRIED

FOLLOW-ON ACTION: Continued work by the Adverse Action Committee and report back to the May 2011 NEC. Include in the May 2011 NEC agenda.

April 2011 Action:

Interim Report by Col Rushing – Chair of the Adverse Action Committee

B. September 2010 National Board Meeting: Agenda Item 22

CAP Chaplain Qualifications

UT Wg/CC – Col Wellman

INFORMATION BACKGROUND:

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

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

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

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

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

PROPOSED NATIONAL BOARD ACTION:

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

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ESTIMATED FUNDING IMPACT:

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

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur with the Chief of Chaplain Corps comments.

CAP-USAF HEADQUARTERS' COMMENTS:

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

ADVISOR / NATIONAL STAFF COMMENTS:

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

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

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

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6. In our culture, it is possible for someone to purchase an ordination certificate online that would allow them to perform marriages and etc. for about \$35 dollars; and purchase a bogus graduate degree for as little as \$195, from unprincipled organizations that have chartered themselves as a church or school. Lowering the accredited educational requirements for chaplaincy would invite even more chaplain applicants who lack either the education or experience to bring competent ministry to CAP members.

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

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

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

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

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

REGULATIONS AND FORMS AFFECTED:

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

NATIONAL BOARD ACTION

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

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

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

ACTION **March 2011 National Board Meeting**

Report from Col Chris Hayden – Ad Hoc Committee Chair

April 2011 Action:

Interim Report due from Col Chris Hayden – Ad Hoc Committee Chair

C. September 2010 National Board Meeting: Agenda Item 26C

Clarification of Training Regulation for the Wing At-Large Units

AL WG/CC – Col Robinson

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

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

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

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

THE MOTION TO REFER TO COMMITTEE CARRIED

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

ACTION

March 2011 National Board Meeting

Item was combined with agenda items 10 and 11 from the March 2011 NB meeting. A committee was formed that included one wing commander from each region plus NHQ staff and a member of the support advisory team.

Interim report due to the Spring 2011 NEC and a final report due to the Summer NB meeting.

April 2011 Action:

Interim Report from Col John Knowles, Ad-Hoc Committee Chair, presented by Col Skip Guimond.

AGENDA ITEM - 12

Action

SUBJECT: New Business

a. ITEM: Awards, Decorations, and Promotions

Discussion: To consider any awards, decorations, or promotions requiring NEC approval.
Closed Session.

b. ITEM: Other items as required.