

Civil Air Patrol National Board Agenda

(As of 2 August 2011)



**18 August 2011
Louisville, KY**

18 August 2011

Contents

OPEN SESSION

Reports

1. Advisor, Executive, Staff and Committee Reports..... Col Chazell..... 6

Information

2. New CAP Publication Series Col Chazell..... 8

Action Agenda Items

Governance

3. Approval of the March 2011 National Board Minutes Col Chazell..... 9
4. Floor Nomination Transparency Maj Gen Courter..... 10
5. CAP National Commander Election Col Herrin..... 15
6. CAP National Vice Commander Election Col Herrin..... 16
7. Confirmation of CS, NLO, NFO, NC, Chaplain..... Maj Gen Courter..... 17
8. Puerto Rico Wing Name Change Col Roman..... 18

Safety

9. Safety Compliance Interval Col Vazquez..... 20

Personnel

10. Revision of CAPR 35-2 Col Chazell..... 23

Operations

11. Glider Maintenance Fee Col Chazell..... 24
12. Glider Trailers..... Col Chazell..... 26

IG Program

13. Senior Level Investigating Officers..... Col Charles..... 27

Old Business

14. A. Uniform Change Approval Process 29
- B. Active Personnel Files..... 34
- C. CAP Chaplain Qualifications 37
- D. Clarification of Training Regulation for the Wing At-Large Units 42
- E. Program Representation during Compliance Inspections 44
- F. Extension of Professional Appointments and Promotions to Include
Homeland Security and Emergency Management Professionals..... 47

New Business

15.	50
----------	----

**CIVIL AIR PATROL
NATIONAL BOARD MEETING
18 August 2011
Louisville KY**

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
WELCOME	Maj Gen Amy S. Courter, CAP
ROLL CALL	Mr. Don R. Rowland, HQ CAP/EX
INTRODUCTIONS	Maj Gen Amy S. Courter, CAP
SAFETY BRIEFING	Col Robert Diduch, CAP
EXECUTIVE DIRECTOR REMARKS.....	Mr. Don R. Rowland, HQ CAP/EX
CAP-USAF COMMANDER REMARKS.....	Col George H. Ross III, USAF
NATIONAL COMMANDER REMARKS.....	Maj Gen Amy S. Courter, CAP
SPECIAL GUEST REMARKS	Maj Gen Amy S. Courter, CAP

NATIONAL BOARD

(As of 10 August 2011)

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 Chaplain Corps, Commander, CAP-USAF, the 8 region commanders, and 52 wing commanders.

NATIONAL OFFICERS

*Maj Gen Amy S. Courter, CAP	Nat'l Commander
*Brig Gen Charles L. Carr, Jr., CAP	Nat'l Vice Commander
**Col George H. Ross III, USAF	CAP-USAF Commander
*Col Russell E. Chazell, CAP	Nat'l Chief of Staff
*Col C. Warren Vest, CAP	Nat'l Finance Officer
*Col Barry S. Herrin, CAP	Nat'l Legal Officer
*Col William S. Charles, II, CAP	Nat'l Controller
**Col Merle V. Starr, CAP	Nat'l Inspector General
**Ch, Col Whitson B Woodard, CAP	Chief Chap. Corps

MIDDLE EAST REGION

*Col Joseph R. Vazquez, CAP	Region Commander
Col Eugene L. Egly, III, CAP	Delaware
Col John M. Knowles, CAP	Maryland
Col Richard J. Cooper Jr., CAP	National Capital
Col Roy W. Douglass, CAP	North Carolina
Col Hubbard J. Lindler Jr., CAP	South Carolina
Col David A. Carter, CAP	Virginia
Col Dennis D. Barron, CAP	West Virginia

NORTHEAST REGION

*Col, Christopher J. Hayden CAP	Region Commander
Col Cassandra B. Hutchko, CAP	Connecticut
Col Daniel M. Leclair, CAP	Maine
Col William H. Meskill, CAP	Massachusetts
Col William J. Moran, CAP	New Hampshire
Col David L. Mull, CAP	New Jersey
Col Jack J. Ozer, CAP	New York
Col Mark A. Lee, CAP	Pennsylvania
Col Benjamin F. Emerick, CAP	Rhode Island
Col Michael G. Davidson, CAP	Vermont

GREAT LAKES REGION

*Col Robert M. Karton, CAP	Region Commander
Col Gordon A. Larson, CAP	Illinois
Col Richard L. Griffith, CAP	Indiana
Col Robert J. Koob, CAP	Kentucky
Col Leo J. Burke, CAP	Michigan
Col Gregory L. Mathews, CAP	Ohio
Col Clarence A. Peters, CAP	Wisconsin

SOUTHEAST REGION

*Col Alvin J. Bedgood, CAP	Region Commander
Col Lisa C. Robinson, CAP	Alabama
Col Michael N. Cook, CAP	Florida
Col Tonya R. Boylan, CAP	Georgia
Col Carlton R. Sumner, Jr., CAP	Mississippi
Col Rafael C. Roman, CAP	Puerto Rico
Col Bill G. Lane, CAP	Tennessee

ROCKY MOUNTAIN REGION

*Col Donald G. Cortum, CAP	Region Commander
Col Earl Sherwin, CAP	Colorado
Col Frederick H. Thompson, CAP	Idaho
Col Herbert C. Cahalen, CAP	Montana
Col Jerry E. Wellman, CAP	Utah
Col John E. Mitchell, CAP	Wyoming

NORTH CENTRAL REGION

*Col Sean P. Fagan, CAP	Region Commander
Col Ronald J. Scheitzach, CAP	Iowa
Col Regena M. Aye, CAP	Kansas
Col Thomas B. Theis, CAP	Minnesota
Col Erica R. Williams, CAP	Missouri
Col David E. Plum, CAP	Nebraska
Col William E. Kay, CAP	North Dakota
Col Teresa L. Schimelfening, CAP	South Dakota

PACIFIC REGION

*Col Larry F. Myrick, CAP	Region Commander
Col Charles R. Palmer, 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 G. Lehman, CAP	Washington

SOUTHWEST REGION

*Col Frank A. Buethe, CAP	Region Commander
Col John M. Eggen, CAP	Arizona
Col Lewis D. Alexander, CAP	Arkansas
Col Cecil A. Scarbrough, CAP	Louisiana
Col Mark E. Smith, CAP	New Mexico
Col Joe H. Cavett, CAP	Oklahoma
Col Brooks A. Cima, CAP	Texas

*Voting Members of National Executive Committee - 14

** Nonvoting members of NEC and National Board - 3

CORPORATE TEAM

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

AGENDA ITEM 1

REPORTS

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

Perfunctory Reports:

Given time constraints, these reports will be given in summary form by the Chief of Staff. Detailed reports, if available, have been provided to National Board members in advance of the meeting.

- | | |
|--|-----------------|
| 1. (Staff) CAP National Safety Officer | Col Diduch |
| 2. (Executive) Finance Committee Report | Col Vest |
| 3. (Executive) Chaplain Corps Report | Ch, Col Woodard |
| 4. (Executive) National Legal Officer's Report | 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 |
| 9. (NHQ) Regulations Update Report | Mr. Rowland |

Additional Reports, time permitting:

- | | |
|---|------------------|
| 10. (Advisor) National Advisory Council | Brig Gen du Pont |
| 11. (Advisor) National Cadet Advisory Council | C/Col Coogan |
| 12. (Staff) Historian Report | Col Blascovich |
| 13. (Staff) National Health Services Officer | Col McLaughlin |
| 14. (Committee) Hall of Honor | Maj Gen Wheless |
| 15. (Committee) Constitution and Bylaws | Col Herrin |
| 16. (Committee) Public Trust | Col Kavich |
| 17. (Committee) Governance Committee | Col Verrett |
| 18. (Other) Overseas Units Report | Lt Col Timm |

August 2011 National Board Agenda

Six oldest CAP Directives (Regulations, Manuals or Interim Change Letters)

Publication <i>Remarks</i>	CAPR 35-3 16 Mar 81 Membership Termination <i>Current and Essential</i>
Publication <i>Remarks</i>	CAPR 210-1 1 Apr 91 The Civil Air Patrol Historical Program <i>Revised regulation in coordination</i>
Publication <i>Remarks</i>	CAPR 112-9 1 Dec 92 Claims, Demands, and Legal Actions for or Against the Civil Air Patrol <i>Revised regulation in coordination</i>
Publication <i>Remarks</i>	CAPR 265-2 25 Feb 95 The Covenant and Code of Ethics for Chaplains of the CAP <i>Requires revision</i>
Publication <i>Remarks</i>	CAPR 35-7 1 Apr 97 Removal of National CC or National Vice CC <i>At Governance Committee</i>
Publication <i>Remarks</i>	CAPR 76-1 15 May 97 Travel of CAP Members via Military Aircraft <i>Revised regulation in coordination</i>

AGENDA ITEM 2

CS

Information

SUBJECT: New CAP Publication Series

Author: Mr. Rowland

CAP/CS – Col Chazell

OPR: EX

INFORMATION BACKGROUND:

CAP has been codifying and publishing policies relating to principles that all CAP members need to maintain in conducting their CAP activities. These policies do not pertain to a single activity/mission or group of activities/missions, but are corporate-wide principles. National Headquarters has been challenged in its efforts to assign the publications implementing these principles to one of the current series of directives.

For this reason, the National Headquarters Publications Manager will be creating a new directive series; series 1. This series will be entitled Corporate Principles. The first step in creating this series will be to re-number CAPR 35-10, *Ethics Policy*, by assigning it the designation CAPR 1-1. The publications implementing the recently passed policies on Conflict of Interest, the Nondisclosure, and controlling Personally Identifiable Information will also be assigned to this series.

This is not a change of Corporate Policy, but is an administrative action. The National Headquarters staff felt that it was appropriate to advise the National Board of this planned action.

August 2011 National Board Agenda

AGENDA ITEM 3	CS	Action
SUBJECT: Approval of the March 2011 National Board Minutes		
Author: Col Chazell	CAP/CS – Col Chazell	OPR: EXA

INFORMATION BACKGROUND:

The minutes of the March 2011 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 March 2011 National Board Meeting 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.

NATIONAL BOARD ACTION

August 2011 National Board Agenda

AGENDA ITEM 4	CC	Action
SUBJECT: Floor Nomination Transparency		
Author: Maj Gen Courter	CAP/CC – Maj Gen Courter	OPR: GC

INFORMATION BACKGROUND:

The CAP Constitution and Bylaws, at Bylaw 16.1, allows for nominations from the floor for the offices of National Commander and National Vice Commander. Candidates that file 90 days before the election in accordance with Bylaw 16.1 have submitted the required documentation and the National Board has had time to consider that information before voting.

The CAP Constitution and Bylaws, at Article XIII(1)(d), require that selectees for the National offices of National Chief of Staff, National Legal Officer, National Finance Officer, National Controller, National Inspector General, and National Chief of the Chaplain Corps shall be appointed by the National Commander, subject to confirmation by a majority of those voting at the current or next National Board meeting. Generally, biographical information to include CAP and non-CAP professional experience is provided to the National Board for their consideration.

PROPOSED NB ACTION:

That the National Board approve changes to the election procedures stating that if a nomination from the floor for CC or CV election is received, or if a selection for confirmation of a national officer is received, that such candidate or selectee submit all documentation required of others for that election or office, and that there be a 12 hour time delay before the election or confirmation is undertaken for the National Board to consider the candidate or selectee with any documentation submitted in support of that candidate or selectee.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS COMMENTS

No comment.

CAP-USAF COMMENTS

No comment.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NB ACTION:

From the April 2011 NEC

Agenda Item 4

NEC ACTION:

COL HERRIN/NLO MOVED and COL CHAZELL/CS seconded the PROPOSED NEC ACTION, with the following additions: (1) Incorporate the proposed instructions and guidelines provided to the candidates in 2010, and (2) that a regulation be developed to formalize the election process for the National Commander and the National Vice Commander.

MAJ GEN COURTER/CC MOVED TO AMEND and COL HERRIN/NLO seconded that paragraph four of the proposed instructions and guidelines be changed to read:

Paragraph 3 & 4 together

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 all candidates have spoken, there will be a five minute period for each candidate, in the same order of speaking, 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.

THE AMENDMENT PASSED

THE AMENDED MOTION PASSED

THE AMENDED MOTION READS AS FOLLOWS:

“That the National Executive Committee approve the following policy: (1) the day before a National Board meeting in which the National Board is scheduled to select a National Commander and/or National Vice Commander, a ‘Meet the Candidates’ forum will be held for all National Board members; this session is to be moderated by the National Legal Officer or his designee, and the moderator will solicit questions prior to the session from a wide variety of sources, including the National Board members present at the forum; and that all candidates for National Commander and National Vice Commander shall be invited to attend; and (2) that the instructions and guidelines

August 2011 National Board Agenda

provided by the NLO to the candidates in 2010 (as amended) be utilized to develop a regulation formalizing the election process for the National Commander and National Vice Commander.”

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and development of regulation (using the NLO instructions and guidelines, as amended, to formalize the election process for the National Commander and National Vice Commander.

Election of the CAP Commander and 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 all candidates have spoken, there will be a five minute period for each candidate, in the same order of speaking, 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.

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 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.

August 2011 National Board Agenda

AGENDA ITEM 5	JA	Action
SUBJECT: CAP National Commander Election		
Author: Col Herrin	CAP/NLO – Col Herrin	OPR: GC

INFORMATION BACKGROUND:

Per the Civil Air Patrol *Constitution and Bylaws*, Article XII, the National Commander is elected every three years.

The election rules were sent to each individual National Board member prior to the election.

PROPOSED NATIONAL BOARD ACTION:

That the National Board conducts an election for the office of National 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

August 2011 National Board Agenda

AGENDA ITEM 6	JA	Action
SUBJECT: CAP National Vice Commander Election		
Author: Col Herrin	CAP/NLO – Col Herrin	OPR: GC

INFORMATION BACKGROUND:

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

The election rules were sent to each individual National Board member prior to the election.

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

August 2011 National Board Agenda

AGENDA ITEM 7	JA	Action
SUBJECT: Confirmation of CS, NLO, NFO, NC, Chaplain		
Author: Maj Gen Courter	CAP/CC – Maj Gen Courter	OPR: GC

INFORMATION BACKGROUND:

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

Biographies of the nominees will be provided to the National Board.

PROPOSED NATIONAL BOARD ACTION:

That the National Board confirms the individuals nominated for the above positions.

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

August 2011 National Board Agenda

AGENDA ITEM 8	JA	Action
SUBJECT: Puerto Rico Wing Name Change		
Author: Lt Col Cubano	PR WG/CC – Col Roman	OPR: GC

INFORMATION BACKGROUND:

In February 2011, a CAPF 27 was submitted to change the name of Puerto Rico Wing to Puerto Rico and U.S. Virgin Islands Wing following the procedure established in CAPR 20-3. This name change was approved by NHQ. In May 2011, PR Wg was informed by NHQ that the name of the wing was to be changed once again to PR Wing as the proper procedure to change the name of a wing is by an amendment to the CAP Constitution and Bylaws.

The USVI became part of the US in 1917. They are composed of three islands, St. Croix, St. Thomas and St. John, with a population of 109,666 American citizens. The USVI have a different representative in congress, governor and legal system than Puerto Rico.

The USVI have been part of Puerto Rico Wing since the early 90s but this has never been recognized. The lack of recognition affects the efforts of the wing HQ to obtain assistance for the USVI units. The name change will assist the wing efforts to have the Honorable Congresswoman Donna M. Christensen join the CAP Congressional Squadron and to obtain assistance from the USVI Government for the units located in the USVI.

PROPOSED NATIONAL BOARD ACTION:

1. That the National Board submit to the Board of Governors with a “do pass” recommendation an amendment to the CAP Constitution and Bylaws changing Section 6.3c1 of the CAP Bylaws to read:

c. Wings:

(1) Each region shall be subdivided into areas known as wings. There shall be one wing for each state, the District of Columbia, and **a combined wing for the Commonwealth of Puerto Rico and the U.S. Virgin Islands.**

2. That the name of Puerto Rico Wing be changed to the Puerto Rico and US Virgin Islands Wing.

ESTIMATED FUNDING IMPACT:

The funding impact will be minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

No comment.

August 2011 National Board Agenda

CAP-USAF HEADQUARTERS' COMMENTS:

No Comment

ADVISOR / NATIONAL STAFF COMMENTS:

NLO - Concur.

REGULATIONS AND FORMS AFFECTED:

CAP Constitution and Bylaws.

NATIONAL BOARD ACTION

August 2011 National Board Agenda

AGENDA ITEM 9

SE

Action

SUBJECT: Safety Compliance Interval

Author: Col Vazquez

MER/CC – Col Vazquez

OPR: SE

INFORMATION BACKGROUND:

Presently, CAP members are required to attend mandatory safety education training once a month. Such classes may be online or given face to face at a local meeting. Online courses are automatically credited to the CAP Online Safety Education module in eServices, whereas local safety class attendance must be manually entered into that module by either the unit commander or safety officer. The privilege to enter safety class attendance is not assignable by a WSA, only by a duty assignment as either commander or safety officer.

Failure to attain the monthly safety education credit in e-services results in the following actions:

1. The member's qualifications (ES and Pilot) in OPS Quals are temporarily revoked.
2. That member is subject to an abrupt dismissal from any CAP activity when the activity director does not find a recent (last 30 days) entry for safety education credit.

There are two problems with the current system. While the present system guarantees that any CAP member has completed the monthly safety education requirement, it does not guarantee that the member received credit for safety training not entered into the system. The privilege to validate very important training is assignable to multiple individuals by a WSA (OPS Quals Validation for ES or Pilot), yet the privilege to enter safety training is restricted to only two persons for any given unit.

The second problem is the interval required. Civil Air Patrol has made great strides in promoting a safety first culture, to include ORM briefings at all activities, advanced safety training for activity leaders, and an expanded accident investigation system that will lead to accident avoidance through lessons learned. Adding too many mandatory training classes threatens to dilute that message.

The typical ratio of time devoted to regular safety training/meetings versus time on the job in industrial settings is about 1:330 (30 minutes a month for a 40 hour work week). Given active CAP members volunteer 3 hours of time a week, a typical 15 minute safety class every month yields a ratio of 1:50. For less active members (1 hour a week), that ratio becomes 1:16. And unlike their industrial counterparts, CAP members do not daily report to a work site to have multiple opportunities meeting a monthly requirement.

To alleviate these problems, the privilege to input safety training should be assignable to any member the unit commander designates, and the interval of mandatory training changed from monthly to quarterly (resulting in a more realistic ratio of 1 hour training for every 150 hours of volunteer time). Given ORM, the flight release system and other checks and balances already present within CAP, reducing the mandatory interval will give commanders more flexibility to ensure members are getting the safety education they need.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve changing the interval of mandatory safety education compliance from monthly to quarterly, and that WSAs have the option to grant the Safety Education Input privilege to as many CAP members as deemed appropriate by the unit commander.

ESTIMATED FUNDING IMPACT:

The cost needed to change CAPR 62-1, and any programming changes necessary in eServices.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur with changing the interval of safety education to quarterly. Other professional organizations, such as AOPA, require quarterly formal safety education for their full-time professional aircrews.

Regarding increasing the number of people who can enter safety education completion, currently all unit commanders, deputy/vice commanders, and any member appointed as a safety officer or assistant safety officer can make these entries. If additional members are needed, unit commanders can always assign additional individuals these duty assignments as long as they meet the training requirements for the position.

Safety education completion is recorded automatically for members who complete the training online via the CAP website. Another possible way to do it for members who complete safety education via another non-online method would be to allow the member to enter safety education completion themselves much like is done for Ops Qual items and then require someone from the same group of people (commanders, vice commanders, safety officers, assistant safety officers) to validate completion.

CAP-USAF HEADQUARTERS' COMMENTS:

CAP-USAF supports increasing Safety Education Input privilege commensurate with the size of the unit/wing.

We do not concur with increasing the training interval from monthly to quarterly. While we agree that CAP has taken great strides in promoting a safety culture, changing the training interval not only sends the wrong signal about the importance of safety, but is counter to why the interval should be increased. Individuals involved on a full-time basis, such as the 40 hour per week employee, are daily immersed in the work environment and safety culture. Conversely, CAP members that participate on a less frequent basis are more reliant on recurring training to maintain their safety focus and perishable skills. The less frequent a CAP member participates, the more vulnerable they become to mission related risks.

August 2011 National Board Agenda

ADVISOR / NATIONAL STAFF COMMENTS:

Sr Advisor Support: Concur with the comments made by the NHQ Staff.

Senior Advisor-Operations – Concur with National Headquarter comments.

REGULATIONS AND FORMS AFFECTED:

CAPR 62-1

NATIONAL BOARD ACTION

August 2011 National Board Agenda

AGENDA ITEM 10

CS

Action

**SUBJECT: Revision of CAPR 35-2
CAP/CS – Col Chazell**

Author: Col Chazell

OPR: GC

INFORMATION BACKGROUND:

CAPR 35-2 (12 July 2010), paragraph 4b, requires the unit commander to notify NHQ CAP/DP of the cause of a member's death when that death occurs incident to a non-CAP activity. Paragraph 4d requires the unit commander to provide a statement attesting to the fact that the death was or was not CAP-related.

The cause of a death occurring in a non-CAP circumstance is a personal matter and not the business of CAP. The unit commander's statement that the death was not CAP-related is all the information needed by CAP regarding cause of death.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve striking the "cause" of death statement from paragraph 4b of CAPR 35-2 leaving only the date of death as reportable under paragraph 4b. All other provisions of CAPR 35-2 remain in force as written.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. In the past the National Commander or Chief of Chaplains has sent letters of condolence to the family of a deceased member and it was deemed proper to request the cause of death due to possible sensitivity issues surrounding the death. However, in light of current privacy rights and our commitment to protect personal information of our members the proposed amendment is well taken.

CAP-USAF HEADQUARTERS' COMMENTS:

No comment.

ADVISOR / NATIONAL STAFF COMMENTS:

Sr Advisor Support: Concur.

REGULATIONS AND FORMS AFFECTED:

CAPR 35-2

NATIONAL BOARD ACTION

August 2011 National Board Agenda

AGENDA ITEM 11

LG

Action

SUBJECT: Glider Maintenance Fee

Author: Col Mike Murrell

CAP/CS – Col Chazell

OPR: LG

INFORMATION BACKGROUND:

Gliders are not currently included in the Aircraft Flying Hour Minor Maintenance Payment Rates found in CAPR 173-3 Attachment 1. Annuals and major maintenance item cost are designated by NHQ CAP/LGM. At this time there is no provision for the Region Centers of Excellence or their Satellites to cover the cost of minor maintenance items, tow ropes, tow rings and other support items, unless paid for by Regions, host wings or participating members themselves. This not only places a burden on the RCOEs and their Satellites, it could cause unnecessary delays in replacing needed items, which could adversely affect glider operations and utilization.

PROPOSED NATIONAL BOARD ACTION:

The National Board approve a \$5.00 per flight maintenance fee for all glider flights, except Cadet Orientation and TOP Flights, and that those fees go directly to the Region Centers of Excellence to supplement ongoing operating expenses not included in NHQ CAP/LG designated maintenance.

ESTIMATED FUNDING IMPACT:

No additional impact to CAP. Minor impact to affected members.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur with the proposed action, but recommend that fees collected remain with the Region Glider Centers of Excellence and not be dedicated to a specific glider tail number. Further recommend coordination with CAP-USAF on the possibility of charging this fee for Air Force ROTC and Junior ROTC Orientation Flights and Form 5 sorties.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur with NHQ. Additionally, given the different sources of funding and the fact that the preponderance of flights are flown within CAP, fees should not be charged for AFROTC/AFJROTC glider flights at this time.

ADVISOR / NATIONAL STAFF COMMENTS:

Sr Advisor Support: Concur. The CAP Glider Program is very popular with Cadets and ensuring proper maintenance is essential in maintaining this Cadet based program.

Senior Advisor-Operations – Believes this should be considered a minimum charge, allowing those who need to charge more the ability to do so, if necessary. Concur with National Headquarters' comments regarding AFROTC and JROTC.

REGULATIONS AND FORMS AFFECTED:

NATIONAL BOARD ACTION

August 2011 National Board Agenda

AGENDA ITEM 12

LG

Action

SUBJECT: Glider Trailers

Author: Col Mike Murrell

CAP/CS – Col Chazell

OPR: LG

INFORMATION BACKGROUND:

Currently, glider trailer maintenance is not covered under vehicle maintenance or glider maintenance. Responsibility for funding maintenance and repair has been up to the wings where the trailers were assigned and now the regions, under the RCOE program. As a result, maintenance for our glider trailers may not have been a priority which, in some cases, has resulted in neglect.

PROPOSED NATIONAL BOARD ACTION:

The National Board include glider trailers in the vehicle maintenance program.

ESTIMATED FUNDING IMPACT:

Minor impact to the maintenance cost.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Glider trailer maintenance, like all other non-driven vehicles, has been funded at the wing level. Neither aircraft maintenance nor vehicle maintenance funds are adequate to cover trailer maintenance costs. Many glider trailers have fallen into disrepair, and total rebuild will be quite costly. Concur with the proposal and recommend that a portion of the \$5.00 fee collected for a glider launch be dedicated to glider trailer maintenance and repair.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur with NHQ comments.

ADVISOR / NATIONAL STAFF COMMENTS:

Sr Advisor Support: Concur.

Senior Advisor-Operations - Concur

REGULATIONS AND FORMS AFFECTED:

NATIONAL BOARD ACTION

August 2011 National Board Agenda

AGENDA ITEM 13

IG

Action

SUBJECT: Senior Level Investigating Officers

Author: Col Charles

CAP/NC - Col Charles

OPR: IG

INFORMATION BACKGROUND:

In the recent past there has been investigations conducted against "Senior Level Officials," as defined in CAPR 123-2, wherein there are instances of Investigating Officers, IO's, being assigned that have had no experience in conducting CAP Complaint Investigations. In some cases the IO's have had no IG training before being assigned as IO's and were not approved by the CAP/IG. Any senior level official complaint is serious on its face and deserves well trained and seasoned IO'S to insure integrity of the investigation. While all CAP Complaint Investigations need well trained IG's and IO's it is critical when it concerns our senior officials. The National Board should insure that only well trained and seasoned IO's are assigned to these types of complaints.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the implementation of a policy that Investigating Officers appointed to investigate allegations against "Senior Level Officials," as defined in CAPR 123-2, have complaint investigation experience and have graduated from the CAP Inspector General College. For the purpose of this policy, "complaint investigation experience" means having completed at least two actual complaint investigations.

ESTIMATED FUNDING IMPACT:

This agenda item has limited funding impact.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Non-concur. By CAP regulation, all complaints against Senior Level officials fall to the CAP/IG for handling. The CAP/IG appoints the Investigating Officer for each complaint against a CAP Senior Level Official. The CAP/IG makes that appointment based on the content of the allegations in the complaint, the subject matter knowledge necessary to competently investigate the complaint, the geographical location(s) involved in conducting the investigation and the experience level of the proposed Investigating Officer. The CAP/IG is well qualified to make these selections. This Headquarters believes that it is inappropriate for the National Board to limit the CAP/IG's discretion in selecting Investigating Officers.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur. Complaint investigation experience, especially when investigating Senior Level officials, is an imperative. While the bulk of CAP IG College curriculum is focused on running an IG program, it does present training on the proper conduct of investigations. We do not recommend adding the requirement for a Master level IG specialty rating. The Master rating does not confer experience and may overly restrict the pool of capable IOs.

ADVISOR / NATIONAL STAFF COMMENTS:

NLO - I would add the requirements that the IO have a master level proficiency in the IG specialty training track, have served for some period as a region IG, AND be approved by CAP-USAF/IG.

IG - Do not concur. It is our opinion that Investigating Officers in all cases, not just senior officials, should be very experienced. The mere fact of completion of the IG College or service as a Region IG does not indicate an individual's actual experience level in investigations. The attainment of a Master specialty level in the IG field could be an indicator of experience; however, there are over 200 members with a master level rating (earned prior to 2002) who are not up-to-date on current IG practices and procedures. By CAP directives, all Senior Level Official complaint cases are supposed to come directly to the CAP/IG for handling. If it becomes necessary to appoint an investigating officer, the IG/Appointing Authority must have the flexibility to appoint a high caliber, experienced person with specific experience/knowledge in the matter being investigated. While we attempt to do that through the use of additional investigating officers, the situation may be that a person with exceptional skills in a specific area and experience in investigation matters could be utilized although lacking the IG College, a Master skill level, etc.

REGULATIONS AND FORMS AFFECTED:

CAPR 123-2

NATIONAL BOARD ACTION

A. February 2010 NB Minutes: Item 3a

Uniform Change Approval Process

CAP/CS – Col Chazell

Presenter: Col David Braun

INFORMATION BACKGROUND:

A process action team was established by direction of the National Board at the February 2009 meeting (Agenda Item 27(a), February 2009). The mandate of the team was to review current processes for making changes to CAP uniforms and accoutrements and then make a recommendation to the National Commander to streamline the process in order for National Board time and effort to be used more effectively during Board meetings – rather than debating what are inherently administrative issues – and to provide a predictable and codified method for uniform changes. The report of the team is attached and includes the team's process recommendation and is presented to National Board for consideration.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the Process Action Report as presented and adopt the recommendation provided as the official method of processing requests for changes to CAP uniforms and associated accoutrements.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

CAP NHQ will draft the appropriate regulations changes based on the decision of the National Board.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Uniform Committee

- 1) Section 5. a. 1-4 a. 1st paragraph, last sentence. The Uniform Team Leader believes this sentence is not strong enough to convince Commanders they can help stop the out of control changes being offered to the uniform. As Commanders they have an obligation first to the corporation and CAP and second to their membership. It should

be clear in the wording they should exercise their command responsibility. I would suggest that the sentence be split as follows "The chain to National Headquarters/DP. Commanders in the chain are obliged to review and approve or deny uniform changes as they see fit. Commanders are expected to hold the overall program above parochial or unit biased loyalties."

- 2) Section 5. a. 1-4 b. Comment: It is expected that the first appointed chair of the new uniform committee would select a board of qualified officers, establish a charter for the committee and document its internal working procedures. The board should be composed of a Chair, 2 sitting NB members, 1 senior Cadet to represent Cadets, 3 members-at-large, and the CAP CMS, Historian, and a representative from CAP-USAF as an ex-officio non-voting member.

Sr Advisor Support: Recommend approval and implementation of the PAT recommendations.

REGULATIONS AND FORMS AFFECTED:

CAPM 39-1, *CAP Uniform Manual*

NATIONAL BOARD ACTION

COL CHAZELL/CS MOVED and COL CARR/GLR seconded the PROPOSED NATIONAL BOARD ACTION.

COL DAVIDSON/NH MOVED TO POSTPONE and COL LEE/PA seconded the postponement until the first item of business on Saturday morning.

THE MOTION TO POSTPONE CARRIED

On Saturday morning, Agenda Item 3a, Uniform Change Approval Process, was brought from the table.

During discussion, Col Chazell/CS clarified that it was never the intention of the team to remove the authority for commanders to authorize items such as encampment tee shirts and shorts (activity-type). The focus of the team was to make modifications to approve

August 2011 National Board Agenda

uniforms, such as BDUs, which would be problematic if an approved tee shirt were combined with the BDU because that would be a modification to an approved Air Force-type or corporate uniform. He further clarified that there is no intention to change those items already authorized for approval by commanders.

MS. PARKER/DP further clarified that there are provisions for commanders to determine what members will wear at a particular activity, on a temporary basis.

COL LEE/PAMOVED TO AMEND and COL BISHOP/OR seconded the amendment to change the Process Action Report as follows:

1. Paragraph 5.a. CAPM 39-1 (Draft), Paragraph 1-4, Changes to the Uniform, Paragraph a. How to Recommend Changes to the Uniform:

Strike the words: "This includes such specialty wear as distinctive shirts and other "informal" items worn by groups of members performing similar specialty CAP functions and duties."

2. Paragraph 5.a. CAPM 39-1 (Draft), Paragraph 1-4, Changes to the Uniform, Paragraph b. Composition of the Uniform Committee: The fourth paragraph amended to read as follows: "The committee will be comprised of one wing commander from each region selected by the region commander. The committee will also seek individuals with substantive knowledge of uniforms either from US military or CAP background. Various mission areas will be represented on the committee, as well as the National Historian and CAP Chief Master Sergeant, and a CAP-USAF advisor, appointed by the CAP-USAF/CC, will serve ex officio."
3. Paragraph 8. (ADDED). Uniform items will be vetted through and recommended by the Uniform Committee and (1) will be posted for a 30-day comment period, (2) will be submitted through the chain of command, and (3) comments from National Board members will be listed first and comments from members will follow.
4. Paragraph 9. (ADDED). A 2-year moratorium on uniform items, which will give National Headquarters Staff time to incorporate all current ICL changes into an updated CAPM 39-1, Uniform Manual so we will actually have a uniform manual that is set and ready to go.

Also, the Uniform Committee will perform a comprehensive review of all corporate uniforms and report to the National Board at the summer 2011 National Board meeting, giving the board and the membership time to review before action is taken at the 2012 boards.

THERE WAS CONSENSUS OF THE BOARD to delay this agenda item until after lunch to allow time for reviewing a printed copy, and also to delay all uniform agenda items until after lunch in case some of them may be impacted by this agenda item.

August 2011 National Board Agenda

On Saturday afternoon, discussion continued on this item and the following printed version of the amendment to the Uniform Process Action Team Report, as further amended by the Process Action Team (to include adding the word “major” between “on” and “uniform” on line 1, paragraph 8, ITEM III), was presented: NOTE: A vote was taken on each item.

ITEM I

Paragraph 5.a. CAPM 39-1 (Draft), Paragraph 1-4, Changes to the Uniform:

Paragraph a. How to Recommend Changes to the Uniform. Strike the following sentence: This includes such specialty wear as distinctive shirts and other “informal” items worn by groups of members performing similar specialty CAP functions and duties.

THE MOTION TO AMEND CARRIED

COL DAVIDSON/NH MOVED TO AMEND and COL BRITTON/AR seconded that the Uniform Process Action Team Report be amended as follows: Paragraph 5.a. 1-4, paragraph a., last sentence of the first paragraph: After the words “will be returned” delete the words “to National Headquarters/DP for announcement and implementation” and add the words: “to the National Board for approval/disapproval by an up or down vote.”

THE MOTION TO AMEND DID NOT PASS

ITEM II

Paragraph 5.a. CAPM 39-1 (Draft), Paragraph 1-4, Changes to the Uniform:

Paragraph b. Composition of the Uniform Committee. Replace the second to last paragraph with the following: The committee shall be comprised of one wing commander from each region selected by the region commander. The committee will also contain individuals with substantive knowledge of uniforms either from US military or CAP backgrounds. Various mission areas will be represented on the committee, including the National Historian, the CAP Chief Master Sergeant, and the Chair of the National Cadet Advisory Council; a CAP-USAF advisor, appointed by the CAP-USAF/CC will serve ex-officio.

COL HERRIN/NLO MOVED TO SUBSTITUTE and COL CARR/GLR seconded that paragraph b. is changed to read as follows:

The Chair of the Uniform Committee will be selected using the same procedure used for all other National Staff positions. The Uniform Committee will report to the National Commander through the National Chief of Staff. The committee shall be comprised of one wing commander from each region selected by the region commander, the National Historian, the CAP Chief Master Sergeant, and the Chair of the National Cadet Advisory Council; a CAP-USAF advisor, appointed by the CAP-USAF/CC will serve without vote. The committee will solicit input from individuals with substantive knowledge of uniforms

August 2011 National Board Agenda

either from the US military or with CAP backgrounds. As members of the Uniform Committee, officers would be expected to hold the membership and overall program above parochial or unit-based loyalties. Internal operation of the Uniform Committee will be at the discretion of the Chair.

COL HERRIN/NLO MOVED TO AMEND and COL CARR/GLR seconded the amendment, as follows: (1) Strike the words: “comprised of 5-10 officers,” and the words: “and will be selected by Chair with prior approval by the National Chief of Staff and National Commander;” and (2) Delete the second paragraph under b.

THE MOTION TO AMEND CARRIED

THE SUBSTITUTE MOTION AS AMENDED CARRIED

ITEM III

Paragraph 8. (ADDED). A 2-year moratorium on major uniform items will give the national staff time to incorporate all current ICL changes into an updated CAPM 39-1, Uniform Manual. The Uniform Committee will perform a comprehensive review of corporate uniforms (service, utility, flight) and report to the National Board at the summer 2011 to give the board and the membership time to review before action is taken at the winter 2012 National Board.

Paragraph 9. (ADDED). All uniform items vetted through and recommended by the Uniform Committee will be posted for a 30-day comment period; comments will be submitted through the chain of command, and comments from National Board members specially identified.

THE MOTION TO AMEND CARRIED

COL GUIMOND stated that through the years in working uniform issues it has become a necessity to have a female member on the Uniform Committee. The board provided clarification and guidance that the chair of the Uniform Committee would have sufficient authority to appoint a female member if one were not in one of the de facto positions.

THE AMENDED MOTION CARRIED

August 2011 NB Action:

Interim National Uniform Committee Report to be presented by Col David Braun, Chairman of the National Uniform Committee.

B. May 2010 National Executive Committee Meeting: Agenda Item 9

Active Personnel Files

NER/CC – Col Hayden

Presenter – Col Jim Rushing

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.

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

August 2011 National Board Agenda

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 KUDDES/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 NEC 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.

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 KUDDER/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 NEC Action:

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

COL RUSHING/Chair of Adverse Action Committee reported that the committee took up this issue for consideration. The committee recommendation was that a better approach to this would be for the commanders to keep a continuity book with this information in it rather than having it in personnel files where there would be a much greater chance of it being taken out by an unauthorized person.

COL HAYDEN/NER asked about the status of the Oct 2010 discussion of having a system on line where personnel files would be kept as a paperless document.

MS. PARKER/DP stated that the new membership system does have a capability of allowing NHQ to upload documents that can remain attached to a member's record. At this point it is not known if it would just be internal access or whether access could be given to commanders at certain levels in the field. Certainly the documents can be scanned and attached to a record. For example, if you were considering someone for a wing commander, you could call up and find out if there is adverse action information.

There was discussion that Forms 40 and 360 reviews might be included in the on-line record.

Col Rushing was asked to again take this issue back to the Adverse Action Committee.

August 2011 NB Action:

Final report to be given by Col Jim Rushing, Chairman of the Adverse Action Committee.

C. September 2010 National Board Meeting: Agenda Item 22

CAP Chaplain Qualifications

UT Wg/CC – Col Wellman

Presenter – Col Chris Hayden

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

August 2011 National Board Agenda

cumbersome process that discourages an element of our community that would be of great benefit to CAP.

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.

August 2011 National Board Agenda

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.

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.

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

March 2011 NB Action:

Report from Col Chris Hayden – Ad Hoc Committee Chair

April 2011 NEC Action:

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

COL HAYDEN/Chair of Ad Hoc Committee stated that a written report was submitted. He called attention to the wording in the motion, which states “appointment process,” which is what the committee is dealing with—not “qualifications.” He stated that there was a lot of misinformation in the wings about the procedure for handling these applications. The process was clarified in 2002, but has since been improved by Chaplain Woodard. The committee feels there has been insufficient time for the revised process to work properly. The committee recommends that e-services be utilized for the chaplains similar to the safety reporting program, where the information is automatically moved along.

MR. DEAN/NHQ/DO cautioned against using social security numbers on the uploaded documents.

CH, COL WOODWARD cautioned about uploading sensitive information on the chaplain applicants. He added that much of the delay in processing applications is due to the lack of gathering the required information from the applicants.

August 2011 National Board Agenda

MAJ GEN COURTER asked Col Hayden to work with Ch, Col Woodard and provide a summary report—a chart—to outline how many days it takes on average in the last X months so that the report accurately reflects the current status, including the path of a waiver. This report will be used at the next meeting for ease of understanding the process.

August 2011 NB Action:

Final report to be given by Col Chris Hayden, Chairman of the Ad-Hoc Committee reviewing this issue.

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

Clarification of Training Regulation for the Wing At-Large Units

AL WG/CC – Col Robinson Presenter – Col John Knowles

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.

March 2011 NB Action:

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.

August 2011 National Board Agenda

April 2011 NEC Action:

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

COL GUIMOND presented a slide briefing—interim report—on behalf of Col John Knowles, Ad Hoc Committee Chair. He added there will be a final report at the summer 2011 National Board meeting.

August 2011 NB Action:

Final report to be given by Colonel John Knowles, Chairman of the Ad-Hoc Committee addressing this issue.

E. October 2010 NEC Minutes: Item 6b

Program Representation during Compliance Inspections

CAP-USAF/CC - Col Ward

Presenter – Col Bill Meskill

INFORMATION BACKGROUND:

CAPR 123-3 states in Para. 7. b.2., “All wing program directors should be present for wing inspections. Should a director be unavailable, someone knowledgeable in his/her functional area must represent the absent director.” Many wings inspected during the Cycle 3 round of compliance inspections do not have program directors showing up for interviews or the designated representative is not able to showcase the entire program to the inspectors. Recently, one wing did not have program directors available for 10 of the 18 inspected programs.

Significant capital is invested by the CAP and the Air Force in terms of man-hours and finances to comply with this Statement of Work inspection requirement. In addition, assessments are vital to the CAP National Commander and CAP-USAF Commander in providing an independent evaluation of organizational readiness, efficiency and effectiveness. It is vital that Wing Commanders ensure knowledgeable program representation is present for all compliance inspections.

PROPOSED NATIONAL BOARD ACTION:

That the National Executive Committee form a committee to study the impact of wing program directors’ failure to attend the compliance inspection or prepare a knowledgeable substitute to present the program in his/her absence. This study should include guidance on how to assess programs which do not provide either functional representation or the representative is not able to address all aspects of the program. It should also recommend sanctions for wings that fail to adequately engage the quadrennial requirement for inspection. This committee should include both CAP and CAP-USAF members and will report back to the National Board no later than Feb 2011.

ESTIMATED FUNDING IMPACT:

Administrative costs for the committee to provide the study.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

Out of the 396 interviews thus far in cycle 3, 16 (4%) did not have the primary director present. Nine of those interviews resulted in ratings of Successful, three resulted in Marginals, and four resulted in Unsatisfactories.

August 2011 National Board Agenda

CAP-USAF HEADQUARTERS' COMMENTS:

Concur. If this shortfall is not adequately addressed it may lead to Unsatisfactory compliance inspection ratings.

ADVISOR / NATIONAL STAFF COMMENTS:

CAP-IG: Do not concur with the proposal as written. We do not view this as an inspection problem, rather a manning/staffing problem. While we experience a continuing problem both in inspecting unmanned positions and/or substitutes with no or limited knowledge of the subject, we inspect programs rather than people. If the program can show adequate supporting documentation and some semblance of management, it is graded accordingly. The IG sees this whole problem as an organization mired in a 1950s organizational structure with commander's who are not able to man some programs with experienced, capable people. I thank CAP-USAF for bringing this issue forward for everyone to see a problem throughout the organization.

REGULATIONS AND FORMS AFFECTED:

CAPR 123-3, *Civil Air Patrol Compliance Assessment Program*

NATIONAL BOARD ACTION

COL WARD/CAP-USAF/CC MOVED and COL MYRICK/PCR seconded the PROPOSED NATIONAL BOARD ACTION.

BRIG GEN CARR/CV MOVED TO AMEND and COL CHAZELL/CS seconded the amendment to add the words: "request the National Commander" between the words "Committee" and "form" on the first line.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: The National Commander name a committee including CAP-USAF personnel, the IG, a member of the NEC, at least one wing commander, a member of Col Guimond's team, and a representation of National Headquarters. There was guidance to the committee to also consider the issue of leadership and in the context of manning, organizational structure, and personnel as well as electronic continuity books. Include in the winter 2011 National Board agenda.

March 2011 NB Action:

COL MESKILL/Chairman of the Ad Hoc Committee provided the following Interim Report: He provided some background statistical information and reported that the

August 2011 National Board Agenda

committee feels that the stated problem is indicative of management and staffing problems within a wing. The purpose of the inspection program as outlined in CAPR 123-3, CAP Compliance

Assessment Program, is to inspect and report on the functions and programs within a wing and not individuals assigned to those programs and functions, except for their qualifications to perform the duties that they have been assigned. CAP is a volunteer organization and while the presence of a director in a functional area is certainly strongly desired for an inspection, the committee believes that the program or function being inspected should stand on the basis of the evidence of compliance presented to the inspection team and not the presenter. If the stand-in is unable to present the program, then the scorer should reflect that, but the score should be no different than if the primary person assigned did the presentation. Certainly a wing that cannot field 10 of 18 directors for inspected programs has management and motivational issues. And the fact that these people are absent should almost certainly reflect on the wing commander and the chief of staff. If a wing can present a complete and thorough program, which is compliant with the regulations, the inspection score should stand alone on the basis of the presented program.

August 2011 NB Action:

Final report will be given by Colonel Bill Meskill, Chairman of the Ad-Hoc Committee addressing this issue.

F. September 2010 National Board Meeting: Agenda Item 23

Extension of Professional Appointments and Promotions to Include Homeland Security and Emergency Management Professionals

WY Wg/CC – Col Skrabut

Presenter – Col Brian Bishop

INFORMATION BACKGROUND:

From time to time, new academic disciplines may emerge having curriculum content highly relevant to the Civil Air Patrol mission. It is beneficial to the organization to periodically assess the Professional Appointment and Promotion procedures to consider inclusion of newly arising fields of study, in order to encourage membership by individuals trained and credentialed in such fields.

Individuals completing degrees in Emergency Management or Homeland Security will have skills highly contributory to the organization.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the establishment of guidelines similar to those for chaplains, character development instructors, health service personnel, legal officers, aerospace education officers, and finance officers for appointments and promotions for persons demonstrating experience and education in the fields of Homeland Security and/or Emergency Management.

ESTIMATED FUNDING IMPACT:

No direct associated costs, other than administrative cost to change regulation.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Without specific criteria, it would be hard to make a judgment on the validity of this item. NHQ suggests that this be referred to a volunteer committee to establish proposed criteria and then resubmit the item to the November 2010 NEC meeting with recommendations.

CAP-USAF HEADQUARTERS' COMMENTS:

Agree with all CAP NHQ and National Staff comments. On the surface this proposal appears prudent; however, recommend it be sent to committee to develop recommendations for the next policy-making meeting.

ADVISOR / NATIONAL STAFF COMMENTS:

NLO – Understanding that rank and other uniform matters are surrogates for payroll in CAP; I would concur with this proposal if the guidelines only permit credit for experience and/or credentials that are compatible with CAP mission requirements. We should also rethink whether persons with NASAR credentials (e.g., SARTEC I and II) should be exempt from certain ground team leader/member training along these same lines.

Senior Advisor – Support and PD Advisor are concerned with the broad wording of this AI. At present, there is no experience based criteria for professional development and promotion in the CAP. The existing metrics require a degree or other professional recognition such as an FAA pilot certificate or instructor certificate, advanced degree, CPA certificate, etc. The HLS and Emergency Management fields are growing so rapidly that we believe it would be impractical for local, Wing, Region, or even National personnel officers to review an application without specific metrics for a specific field of expertise.

Senior Advisor – Operations: If, indeed, there are elevating degrees in these disciplines and those degrees can directly contribute to and support CAP's missions in those areas, I concur that this should be considered.

REGULATIONS AND FORMS AFFECTED:

CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*.

NATIONAL BOARD ACTION

COL SKRABUT/WY MOVED and COL LEE/PA seconded the PROPOSED NATIONAL BOARD ACTION.

COL BURKE/MI MOVED TO AMEND and COL LARSON/IL seconded the amendment to identify professional certifications that are nationally recognized and allow those to also automatically qualify for CAP emergency services roles.

COL MURRELL/CS PROXY MOVED TO REFER and COL CARR/GLR seconded that this item be moved to committee in order to explore and develop appropriate criteria.

THE MOTION TO MOVE TO COMMITTEE CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Referral to committee with guidance from Col Herrin/NLO to consider all national emergency services qualifications that people currently hold to develop some table of equivalencies or some idea whereby CAP doesn't have to have highly trained people repeat the same training just to check boxes on the forms. There was additional guidance from Col Guimond that the committee needs to be comprised of both operational and support people since this item involves promotion and advancement as well as operational issues.

March 2011 NB Action:

COL BISHOP/Chairman of Ad Hoc Committee stated that the committee is working this issue. The committee rewrote its tasking to make this a mission related skills appointment as opposed to professional development appointment. The committee did not look at ES qualifications, which was suggested, because that is a separate issue and is being worked. He stated that it will be more difficult to identify the homeland security professional or emergency management professional as opposed to what a pilot certificate looks like or what a CPA certificate looks like. He added that at the summer 2011 National Board meeting, the committee will be looking for guidance in the consistency of applying professional development as it relates to mission skills and professional appointments. At the current time CAP inconsistently applies professional development requirements (Levels I, II, III, and IV) for promotion depending on how a person gets an advanced promotion.

FOLLOW-ON ACTION: A Final Report will be given at the summer 2011 National Board meeting. Include in the summer 2011 National Board agenda.

August 2011 NB Action:

Final report will be given by Colonel Brian Bishop, Chairman of the Ad-Hoc Committee addressing this issue.

August 2011 National Board Agenda

AGENDA ITEM 14

New Business

Action

1.

2.

3.

4.

5.

6.