

NEC AGENDA

**National Executive Committee
Meeting**

30 April – 1 May 2010



Atlanta GA

National Executive Committee Meeting
30 April – 1 May 2010
Atlanta GA

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OPEN SESSION

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Civil Air Patrol
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OPEN SESSION

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

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 Reggie L. Chitwood, 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 Charles L. Carr, Jr., CAP Great Lakes Region Commander
Col James M. Rushing, CAP Southeast Region Commander
Col Steven W. Kuddes, 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 R. Rowland	Executive Director
Mr. Johnny F. Dean	Director, Plans & Requirements
Ms. Susan K. Easter	Chief Financial Officer
Mr. Marc D. Huchette	Director, Public Awareness & Membership Development
Mr. Larry Kauffman	Assistant to Executive Director for Fleet Management
Mr. James L. Mallett	Director, Educational Programs
Mr. Rafael Robles	General Counsel
Mr. John A. Salvador	Director, Missions
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 Report | Col Vest |
| 3. * (Executive) Chaplain 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 |

Additional Reports:

- | | |
|---|------------------|
| 9. (Advisor) National Advisory Council | Brig Gen du Pont |
| 10. (Advisor) National Cadet Advisory Council | c/Col King |
| 11. (Staff) Historian Report | 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 |
| 17. (Affinity) Large Wing | Col Pearson |
| 18. (Affinity) Disaster Relief | Col Rushing |
| 19. (Affinity) Operations | Col Vazquez |

**SUBJECT: Approval of November 2009 NEC Minutes
CAP/CS – Col Chazell**

Author: None

INFORMATION BACKGROUND:

The minutes of the November 2009 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 November 2009 NEC Minutes are included in your material.

PROPOSED NEC ACTION:

That the National Executive Committee approve the November 2009 NEC minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

DCS / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

AGENDA ITEM - 3

PM

Action

NEC Meeting Dates

**SUBJECT: CY2011 NEC Meeting Dates
CAP/CS – Col Chazell**

Author: Mr. Rowland

INFORMATION BACKGROUND:

For calendar year 2011, the winter meeting of the National Board will be 2-5 March in Washington DC. The 2011 Annual Conference will be 17-20 August in Louisville KY.

For the NEC meetings in calendar year 2011, the proposed dates are:

<u>Event</u>	<u>Date</u>	<u>Location</u>
May NEC Meeting	29-30 April 2011	
November NEC Meeting	4-5 November 2011	Maxwell AFB AL

PROPOSED NEC ACTION:

That the National Executive Committee approves the proposed NEC dates and sites for CY2011.

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:

AGENDA ITEM - 4

PM
Annual Conference

Action

SUBJECT: Annual Conference 2012 in Puerto Rico

Author: Col Rushing

SER/CC – Col Rushing

INFORMATION BACKGROUND:

It is normal policy that the NEC gives direction to the National Headquarters Staff as to what part of the country to have the annual conference. The conference is normally rotated around the country so that each area has a chance to participate in the activities.

PROPOSED NEC ACTION:

That the National Executive Committee approves San Juan Puerto Rico as the host city for the 2012 Annual Conference.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The NHQ will support any decision the NEC makes concerning the location for the 2012 Annual Conference and National Board Meeting. However, there are some things to consider concerning the Puerto Rico proposal.

- Although attendance from the Puerto Rico Wing would be higher, there would be no drive-ins from surrounding states which could affect overall attendance.
- Rate at suggested hotel in San Juan \$179 plus tax. Alternative hotel in Puerto Rico with \$140 a night rate is over 40 miles away from San Juan Airport.
- Shipping cost for equipment and meeting supplies would increase due to not being able to rent a u-haul. All materials would have to be shipped freight. (6-8 Pallets)
- Typically the Annual Conference is moved geographically around the country. Going by that method, somewhere in the Northeast or Middle East Region would be the next location. Out of the last 8 Annual Conferences, 3 have been in the Southeast (Tampa, Atlanta, Orlando)
 - No Annual Conference in Northeast since 2002, and Middle East since 1995.
- Other possible 2012 Options
 - o Baltimore
 - o Boston
 - o Charlotte

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CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

AGENDA ITEM - 5

EX

Action

BoG

**SUBJECT: At-Large BoG Member Selection
CAP/CC - Maj Gen Courter**

Author: None

INFORMATION BACKGROUND:

Pursuant to Article IX of the Constitution, Civil Air Patrol appoints two Members at Large to the Board of Governors. These members serve a single four year term. There is currently a vacancy and a replacement needs to be chosen by the NEC in accordance with the procedures in CAPR 35-9. CAP/DP sent out notice of the coming vacancy and has received applications from members. The closing date for nominations was 30 January 2010. DP has reviewed all nominations and prepared a summary of qualifications sheet for NEC review. Each NEC member has the opportunity to nominate one candidate. Once all nominations are submitted, a seconding motion will be requested and received. Following discussion, if any, there will be a vote for acceptance of all nominations to be included on the ballot. Ballots will be distributed and a vote will be taken. The candidate receiving a clear majority (at least 8 votes) will be appointed to the Board of Governors. If no candidate receives a clear majority, the procedures stated in CAPR 35-9 are followed until one candidate receives a clear majority.

PROPOSED NEC ACTION:

That the National Executive Committee vote to select an at-large member for the Civil Air Patrol Board of Governors.

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:

AGENDA ITEM - 6

ED
Awards

Action

SUBJECT: Counterdrug Ribbon for Mission Base Staff

Author: Col Miller NV

PCR/CC – Col Myrick

INFORMATION BACKGROUND:

The Air Search and Rescue, Disaster Relief and the newly approved Air Patrol Ribbons may be awarded for base support or staff functions as well as air sorties. The counterdrug ribbon has no such provision. Today's counterdrug missions are often complex and require base planning and base support.

PROPOSED NEC ACTION:

That the National Executive Committee approve that mission base staff may earn the Counterdrug Ribbon under the same terms as the Air Search and Rescue Ribbon.

Effective date of _____.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

Sr. Advisor Support – Concur.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*

NEC ACTION:

AGENDA ITEM - 7

ED
Awards

Action

**SUBJECT: Paul E. Garber Award
NER/CC – Col Hayden**

Author: Maj Dey

INFORMATION BACKGROUND:

The Civil Air Patrol (CAP) recognizes the importance completing US Air Force Professional Military Education (PME) in a Senior Member's training progression and recognizes that completion by authorizing additional appropriate bronze and silver stars to the Paul E. Garber Award and the Gill Robb Wilson Award. Those applicable sections of CAPR 39-3 for the Garber and Wilson Awards are quoted as follows:

“Paul E. Garber Award. Successfully complete Level IV training requirements. A bronze star will be added to denote completion of Squadron Officer School. All previous criteria and wear instructions no longer apply.”

“Gill Robb Wilson Award. Successfully complete Level V training requirements. A bronze star will be added to denote completion of Air Command and Staff College. A silver star will be added to denote completion of Air War College. (The Silver Star replaces the bronze star. Both devices are not worn on the ribbon). All previous criteria and wear instructions no longer apply. NOTE: Any member earning senior program awards under previous criteria may continue to wear them until ribbons or medal requires remounting at which time ribbons/medal should be worn as outlined above, regardless of when earned.”

If a Senior Member completes the Squadron Officer School (SOS) for Level IV and Air Command and Staff College (ACSC) for Level V that Senior Member can wear the appropriate bronze stars for those two completions on both the Garber Award and the Wilson Award. If these are the two highest PME completions that the member has there is not a problem with acknowledging those accomplishments.

The problem arises if a Senior Member completes all three levels of US Air Force PME: SOS, ACSC, and Air War College (AWC). The Senior Member can replace the bronze star on the Wilson Award with a silver star for completion of the AWC, the highest PME course, but now cannot show completion of the ACSC, the second highest PME course, on either the Garber Award nor the Wilson Award. It would make sense for the CAP Senior Member to show their successful completion of the two highest US Air Force PME courses whichever those two courses might be.

PROPOSED NEC ACTION:

That the National Executive Committee approve changes to CAPR 39-3 to allow the wearing of a silver star on the Garber Award for the completion of the US Air Force Air Command and Staff College PME course.

CAPR 39-3, Section D – Professional Development Awards, 15 (e) and (f) should be changed to read as follows (additions are underlined):

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“e. Paul E. Garber Award: Successfully complete Level IV training requirements. A bronze star will be added to denote completion of Squadron Officer School. A silver star will be added to denote completion of Air Command and Staff College. (The Silver Star replaces the bronze star. Both devices are not worn on the ribbon). All previous criteria and wear instructions no longer apply.”

“f. Gill Robb Wilson Award: Successfully complete Level V training requirements. A bronze star will be added to denote completion of Air Command and Staff College. A silver star will be added to denote completion of Air War College. (The Silver Star replaces the bronze star. Both devices are not worn on the ribbon). For completion of Air Command and Staff College the member has the option of wearing a silver star on the Garber Award or a bronze star on the Wilson Award but not both. All previous criteria and wear instructions no longer apply. NOTE: Any member earning senior program awards under previous criteria may continue to wear them until ribbons or medal requires remounting at which time ribbons/medal should be worn as outlined above, regardless of when earned.”

Effective date of _____.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

Sr. Advisor Support & Member Services Advisor – While the Support Team agrees with the spirit of this item, we believe it is too complicated to be understood and complied with by many of our members. Given the NB's recent actions toward simplification of uniform related items this item (which applies to only a small percentage of members) will certainly add to the confusion on the proper wear of decorations and ribbons.

One solution might be to authorize the wear of the Gold Star for completion of Air War College, the Silver Star for completion of Air Command and Staff College and the Bronze Star for completion of Squadron Officer School. Since the member can only wear two of the three on the Wilson and/or Garber Award Ribbons, they will only wear stars representing the two highest level schools completed and an observer would not have to guess at which school is being represented.

Gold stars are currently authorized on the Command Service Ribbon and on the CAC Ribbon, so we are not creating a new device...just expanding the usage of an existing device.

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REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, Award of CAP Medals, Ribbons, and Certificates

NEC ACTION:

AGENDA ITEM - 8

ED

Action

Personnel

**SUBJECT: Awards & Decorations Officer
NER/CC – Col Hayden**

Author: Maj Dey

INFORMATION BACKGROUND:

The Civil Air Patrol (CAP) actively supports the importance of recognizing CAP Members' contributions and hard work through the various awards and decorations bestowed upon them. In recent years CAP has continued to refine the awards and decorations process to recognize those deserving CAP Members by adding new award and decoration categories. More distinct levels of accomplishments are recognized with more available for decorations and more CAP duty positions are recognized with new various of-the-year awards. These yearly additions have progressively added to the administrative load to the Personnel Officer's function at all CAP unit levels.

One solution would be to create a new CAP duty position called an "Awards & Decorations Officer". This new duty position would be a sub position to the Personnel Officer. Just as Communications has three sub duty positions, Engineering, Training, and Licensing, the new Awards & Decorations Officer would be a fully trained Personnel Officer as are the three sub communications officers positions are fully trained Communications Officers. A new CAP Specialty Track would NOT be required for the new Awards & Decorations Officer duty position.

These new Awards & Decorations Officer duty positions would be located at all CAP unit levels; Region, Wing, Group, and Squadron located under Personnel. These personnel trained officers would then be able to strictly focus on those specific award and decoration items that are critical to a viable CAP recognition process. This would include but not limited to the following:

1. Seeking out, with the help of unit members, those deserving of recognition.
2. Developing the supporting documentation and narrative write-ups.
3. Assuring timely submissions through channels for proper award and/or competitions.
4. Preparing proper and appropriate award and decoration certificates.
5. Overseeing and ensuring appropriate and timely award ceremonies.

Much of the award and decoration process in CAP is a last minute rush and/or afterthought process not deserving to the nominees. Poor write-ups and/or missed opportunities are common place. Having an experienced personnel officer assigned to a unit as an Awards & Decorations Officer to focus just on those applicable processes will greatly enhance the Civil Air Patrol and its membership.

PROPOSED NEC ACTION:

That the National Executive Committee approve changes change CAPR 20-1 to add the following to the Senior Member Position Descriptions and to eServices.

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CAPR 20-1, Part III, Senior Member Position Descriptions, added below Personnel Officer as follows:

Awards & Decorations Officer

Manages and administers the CAP awards and decorations programs and associated administrative procedures to include:

- Maintain award and decoration records and publications
- Provide guidance on developing justification and narrative write-ups
- Prepare award and decoration forms
- Assure timely submissions for award and decoration competitions
- Prepare award and decoration certificates
- Coordinate proper and timely award and decoration presentations

The Awards and Decorations Officer at all levels should be familiar with CAP award directives and CAPR 39-3.

CAP eServices, Duty Assignment, Assign Duty Position, Select Functional Area, Personnel, Select Duty Position, add the title Awards & Decorations Officer.

Effective date of _____.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

Sr Advisor Support and Member Services Advisor – Each unit currently has the ability to designate an “awards officer” as requested by this AI. We do not believe that this position should be mandatory. Many units are small and do not have sufficient staffing to properly fill the existing mandatory positions. The primary responsibility for the recommendation of personnel for awards will always remain the commander at all levels. We believe he/she should make the determination how to carry out this responsibility.

REGULATIONS AND FORMS AFFECTED:

CAPR 20-1, *Organization of Civil Air Patrol*

NEC ACTION:

AGENDA ITEM - 9

ED

Action

Personnel

**SUBJECT: Active Personnel Files
NER/CC – Col Hayden**

Author: 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 approve 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 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*

April / May 2010 NEC

NEC ACTION:

AGENDA ITEM - 10

MD
Operations

Action

SUBJECT: WMIRS eAircraft Discrepancy System

Author: Col Miller NV

PCR/CC – Col Myrick

INFORMATION BACKGROUND:

The FAA and NHQ have negotiated an improved system for the reporting of aircraft discrepancies which meets regulatory requirements. The new system is WMIRS based and has been made available for testing online. 32 Wings are currently using the system with good results.

Two basic approaches have been taken by the test wings. Some wings allow individual pilots to input discrepancies directly into WMIRS. Other wings restrict WMIRS entry to a few trained individuals and use various communications methods for pilots to alert these authorized personnel that an entry is needed. The results thus far seem to favor the latter approach to provide some oversight on what is actually entered into the official log. However, both approaches meet FAA requirements.

PROPOSED NEC ACTION:

That the National Executive Committee approve, effective June 1, 2010, that the use of the WMIRS eAircraft Discrepancy System will be mandatory. NHQ will develop implementation instructions for the field.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

To ensure continuity and standardization, the guidance should be written in CAPRs, added to existing Compliance Inspection (CI) checklists, and inspected in future Staff Assistance Visits and CIs.

ADVISOR / NATIONAL STAFF COMMENTS:

Concur. The system has worked well in many cases, however, there have been instances when an aircraft was not grounded when it should have been, and others have been grounded when they should not have been. Implementation instructions should address those issues.

Sr. Advisor Support – Concur.

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REGULATIONS AND FORMS AFFECTED:

CAPR 66-1, *CAP Aircraft Maintenance Management*
CAPR 60-1, *CAP Flight Management*

NEC ACTION:

AGENDA ITEM - 11

PM
Personnel

Action

SUBJECT: Issuing Guidelines for Membership ID Cards

Author: NHQ

CAP/CS – Col Chazell

INFORMATION BACKGROUND:

This proposal is to create specific guidelines for the issuing of the CAP membership ID cards. Each member's national dues pay for one membership ID card annually. Currently, any member can order or as many ID cards as they request. This has lead to as many as 80,000 ID cards being issued in a year. New cards range from promotions, to unit transfers, to replacement and extra cards.

Suggested Guidelines:

- Each member is entitled one membership ID card per year based off of their national annual dues or renewal cycle.

- Any member can request an additional or replacement card for \$3 starting October 1, 2010.

- If a member's name changes or they are changing between "Active" and "Patron" or "Cadet" to "Senior", a new card will be required and issued at no cost.

- Temporary ID cards and cards issued for promotions and transfers will be discontinued immediately. Temporary cards are now available for download via E-services.

PROPOSED NEC ACTION:

That the National Executive Committee approve the CAP Identification Card issuing guidelines as described above.

ESTIMATED FUNDING IMPACT:

If above guidelines are approved a conservative estimate of 19,200 cards a year could be eliminated saving an estimated \$21,312 annually (19,200 x \$1.11 = \$21,312)

CAP NATIONAL HEADQUARTERS' COMMENTS:

Item was written by NHQ.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

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ADVISOR / NATIONAL STAFF COMMENTS:

Sr. Advisor Support – Concur.

REGULATIONS AND FORMS AFFECTED:

None.

NEC ACTION:

AGENDA ITEM - 12

Action

SUBJECT: Old Business

a. ITEM: Identification Cards

November 2009 National Executive Committee Meeting; Agenda Item 14-2 - Action

Identification Cards for CAP Members

COL MYRICK/PCR presented CAP ID Card Discussion Points, as of October 2009 containing a two-part proposal:

- (1) To make picture ID cards mandatory for all senior members by 1 January 2011 (currently only an option), and
- (2) To form a committee to study the feasibility of getting a "Government issued" ID card.

COL MYRICK/PCR MOVED and COL JENSEN/SWR seconded that the National Executive Committee approve a 2-part motion: (1) That the current picture ID with the absence of the member's rank and unit number will be required for all senior members by 1 January 2011, as described, and (2) An ad hoc or special committee to review the "Government issued" ID card project.

COL CHARLES/NC MOVED TO AMEND to strike the implementation date of 1 January 2011 under Part (1).

THE MOTION TO AMEND FAILED DUE TO LACK OF A SECOND

COL MYRICK/PCR MOVED TO AMEND and COL HERRIN/NLO seconded the amendment to strike Part (1) of the motion.

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: The following named committee as approved in Part (2) of the motion to further review "Government Issued" ID card project: Col Myrick/PCR, Chair; Members: An additional region commander appointed by the CAP/CC; Mr. Huchette NHQ/PA or designee; a CAP-USAF representative appointed by Col Ward; Lt Col Ned Lee, National Cadet senior advisor; Col Chazell/CS, or designee; Col Herrin/NLO, or designee. Include interim report in May 2010 NEC agenda and each succeeding National Board or NEC meeting until a final report.

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February 2010 National Board Meeting; Agenda Item 8i - Action

COL MYRICK/PCR provided an interim report and stated that he would propose action on Part I at the May 2010 NEC meeting. During the discussion that followed, input was given to the committee working this issue.

FOLLOW-ON ACTION: Include in the May 2010 NEC Agenda

May 2010 NEC - Action

New information for May NEC 2010 Action

INFORMATION BACKGROUND:

This proposal is to change the present CAP ID card to a Professional looking Picture ID card. This card will help CAP be a more professional organization.

General:

- (1) Yearly dues would entitle each member to one ID card per year. If a member would like more cards or a replacement card (for whatever reason) the amount charged would be \$4 each as it is today.
- (2) Eliminate the mailing reminder, which will reduce current costs (such as personnel, postage and outsourcing, etc.). NHQ will instead email a reminder to the member.
- (3) A new ID card will not be sent when a member gets promoted or when they transfer. (However, changing between "Active" and "Patron" "Cadet" to "Senior" memberships and other significant changes will require a new card, which will be issued at no cost).
- (4) This would take effect 1/1/2012

Seniors:

- (1) The member's photo would be required to be updated every 5 years.
- (2) To use the picture ID card that we have now. The upload picture procedure would remain the same as it is today.
- (3) Leave the "grade" on the card as it is now.

Cadets:

- (1) Cadets 17 and under will not be issued picture ID cards and will only receive one card annually. It will be the same ID card as the picture ID only w/o the picture

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with a CAP emblem in place of the picture. Replacement cards would be issued with cost to be paid by the member. All cadet cards will list the grade as "cadet".

(2) Cadets 18 and over would have the option of having a picture ID card but would not automatically receive one until the renewal after their 18th birthday and they have up-loaded a picture as the procedure is today.

PROPOSED NEC ACTION:

That the National Executive Committee approve a CAP Identification Card as described above.

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Suggest the following:

Consider not eliminating the renewal reminder notice. There is still a large percentage of our membership without e-mail address on file – and many of our members [about 20%] still renew by US mail based on receipt of the mailer. NHQ is working to change the mailer to a card instead of a letter/envelope, which will cut our hard cost in half.

Suggest that adult AEM, Cadet Sponsor, State Legislative, and Patron members have the non-photo ID card.

NHQ suggests the following options for the photo ID card:

Current non-photo ID is \$1.11 per card at an estimated annual cost of \$70,000

Option 1 -- use our existing non-photo ID card and add a photo to it with personal info on front -- \$1.16 per card (.17 for mailing + .99 for card w photo -- draft attached) estimated annual cost \$73,100 (\$3,100 increase)

Option 2 – use our existing non-photo id with photo and hologram – \$2.11 per card (.17 mailing + .99 card w photo + .95 for hologram) estimated annual cost \$133,000 (\$63,000 increase)

Option 3 – use our existing photo ID with hologram and info on reverse – \$2.56 per card (.17 mailing + .99 card w photo + .95 for hologram + .45 for personal info on back) estimated annual cost \$161,300 (\$91,300 increase)

Option 4 – use our existing photo ID with info on reverse and without hologram – \$1.61 (.17 mailing + .99 card w photo + .45 for personal info on back) estimated annual cost \$101,400 (\$31,400 increase)

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CAP-USAF HEADQUARTERS' COMMENTS:

Concur with CAP NHQ's comments.

ADVISOR / NATIONAL STAFF COMMENTS:

Sr Advisor Support and Member Services Advisor – Agree with NHQ staff that we should not eliminate the reminder notice, and have AEM, Cadet Sponsor, State Legislative, and Parton member have a non-photo ID card.

We believe that the NEC also needs to consider two additional points. The first is what will be done to members who do not provide an acceptable photo. Based on the relatively low cost of the current photo ID card (especially for a 3-year card), we anticipate that many member will not upload a photo. If we force these members in Patron status we may lose their membership. We also need to look at the time required to screen the photos to ensure that they are acceptable. Each year NHQ rejects a number of submitted photos for various reasons. This is not a substantial time burden now, but if the number of photos increases dramatically, it may well become a problem.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-2, *Civil Air Patrol Membership*

May 2010 NEC - Action

b. ITEM: Membership Application - Proof of Identity

November 2009 National Executive Committee Meeting; Agenda Item 7 - Action

INFORMATION BACKGROUND:

Recent Homeland Security reports indicate terrorist groups could be joining “open door” volunteer organizations such as Civil Air Patrol in order to gain security information and/or gain access to military uniforms. Nowhere in CAPR 39-2 or the Change letters of 20 December 07 and 4 September 08 do we require true and complete proof of identification when a potential new member submits a CAPF 12 or 15. Even though they are required to include a “Volunteer” fingerprint card, there is no accompanying proof that the prints

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were taken by law enforcement requiring full identification of the applicant. In fact anyone's prints could be on the form as the ink rollers used are available even for home use.

PROPOSED NEC ACTION:

That the National Executive Committee approve the requirement for all persons applying for membership in the Civil Air Patrol to provide proof of true identification using the same optional forms of true identification required by the instructions accompanying the Employment Eligibility Verification Form I-9. *(In the case of a cadet applicant without such documentation, a birth certificate and school report card will suffice.)* The method of identification used will be indicated on the CAPF 12 and 15 but the numbers associated with the forms of identification will not be recorded. The unit commander accepting the application will thus attest to reviewing and authenticating the identification items used,

ESTIMATED FUNDING IMPACT:

To be determined.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Non-concur: Requirement and retention for reporting purposes of additional identification (ID) would potentially expose Civil Air Patrol to liability if said information is illegally accessed and utilized in credit scams and identity theft.

Although we do not currently require proof of identity, our fingerprint system will tell us if the SSN, name and date of birth do not match the information in their files. We would be especially concerned about including cadets in this requirement. Many 12 year old cadet applicants do not have any form of picture ID. All schools do not issue ID cards and we have a number of home-schooled students.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur with agenda item. CAP-USAF realizes cadets may not satisfy the proposed identification requirement and therefore recommends this item be referred to committee to develop a course of action.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor – Support: Senior Advisor Support agrees with the development of a uniform proof of identity, however, the proposed action as written may cause substantial difficulty. Many school age children are not issued a photo ID card at their school, especially in elementary schools and some middle schools.

We are also concerned with potential identity theft issues including possible retention in local unit files of sensitive documents such as birth certificates, passports, etc. We therefore recommend that this be referred to committee to develop a recommended policy

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for both senior and cadet members. The committee to be directed to report back to the spring NEC Meeting.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-2, *Civil Air Patrol Membership*; CAPF's 12 & 15

NEC ACTION:

COL HAYDEN/NER MOVED and COL HERRIN/NLO seconded the PROPOSED NEC ACTION.

COL VAZQUEZ/MER MOVED TO AMEND and COL JENSEN/SWR seconded the amendment to change the first line of the motion to strike the words "all persons," and add the words "all persons, except cadets."

Following discussion regarding different ages and categories of membership, the following motion was made:

COL HAYDEN/NER MOVED and COL KUDDER/NCR seconded to refer this matter to a committee.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: This issue will be staffed by legal, Headquarters membership, and others to be determined. Guidance to the committee: (1) Recommendation that fingerprint cards be done by a law enforcement agency to reduce forgeries; (2) Recommendation to consider live scan fingerprinting rather than ink fingerprints on the card; (3) Consideration of retroactive action. Interim report at winter 2010 National Board and final report at May 2010 NEC. Inclusion in winter 2010 National Board and May 2010 NEC agendas.

February 2010 National Board Meeting; Agenda Item 8h - Action

COL HERRIN/NLO gave the following Interim Report: He reported that the committee needs to coordinate an issue with regard to describing how fingerprint cards will be gathered if they are not done at a law enforcement agency where they attest to proof of identify of the individual whose fingerprints are being taken. If that is not ascertained, then the data collection problem will have to be worked until May when a final report will be given. The chair accepted the report.

FOLLOW-ON ACTION: Include in the May 2010 NEC Agenda.

May 2010 NEC - Action

c. Quality Cadet Unit Award

February 2010 National Board Meeting; Agenda Item 6b - Action

INFORMATION BACKGROUND:

The most successful cadet units all seem to display the same characteristics: their cadets are flying, earning promotions, attending encampment, renewing their membership, recruiting their friends, etc. The hallmarks of a great cadet unit are no secret.

To help put more squadrons on the road toward success, we need to motivate them to focus on the fundamentals.

This proposal calls for creating a Quality Cadet Unit Award. Every unit that meets certain criteria would earn the award. A big wing like California, for example, might set a goal of having 30 squadrons earn the Quality Cadet Unit Award, and every unit would know it could meet that goal if it works hard enough. In contrast, one shortcoming of the Squadron of Merit Award / Squadron of Distinction Award programs is that every year one, *but only one*, unit will win it, regardless of how many squadrons are performing well. It's also worth noting that SOM/SOD is entirely subjective, while the Quality Cadet Unit Award would be based on objective criteria.

The Quality Cadet Unit Award would give all cadet units something to strive for. Such a *criteria-based* award could help grassroots units focus on the Cadet Program's fundamentals. In turn, we would make a positive impact on how individual cadets experience CAP.

PROPOSED NATIONAL BOARD ACTION:

That the National Board authorizes National Headquarters to establish a Quality Cadet Unit Award program, as outlined below. This award would replace the Squadron of Merit and Squadron of Distinction Award programs.

Goal: Motivate squadrons to excel in Cadet Programs by focusing units on the fundamentals

Eligibility: All cadet and composite squadrons are eligible

Criteria: The award criteria are entirely objective. Any squadron that meets at least 5 of the 8 criteria listed below, as of 31 December of a given year qualifies for the award:

- a. Cadet Achievement: 33% of cadets on roster have attained the Wright Brothers Award

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- b. Orientation Flights: 40% of cadets on roster have participated in at least 1 flight
- c. Encampment: 40% of cadets on roster have completed encampment
- d. Growth: Unit's cadet roster increased by at least 10%, or 10 cadets during previous year
- e. Retention: Unit retained at least 40% of first year cadets during previous year
- f. Enrollment: Unit has at least 25 cadets listed on its roster
- g. Aerospace: Unit earned the Aerospace Excellence Award (AEX) during previous year
- h. Adult Leadership: Unit has at least 2 Training Leaders of Cadets graduates on its roster

Award Elements: All units that qualify for the Quality Cadet Unit Award would receive the benefits listed below.

- a. Permission to place a Quality Cadet Unit Award emblem on the unit website and letterhead
- b. An award certificate
- c. Permission to attach to the unit flag a blue and gold streamer, to be available through Vanguard (style will be similar to the Squadron of Merit streamer).

Award Process: Each January, NHQ will examine data from the preceding calendar year to determine winning squadrons. All squadrons are automatically considered for the award and all winners will automatically be notified by NHQ – this is to be a “push system” with no application process.

Amending the Program: NHQ is authorized to adjust the award criteria from year to year, with permission of the National Commander.

Wing-Level Award. Further, in each region, the wing that has the highest percentage of cadet units earning the squadron-level award will win the Wing-Level Quality Cadet Unit Award. The award elements will be similar to those used for the squadron-level award.

ESTIMATED FUNDING IMPACT:

Approximately \$100 per year for award certificates.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur. Members have responded very enthusiastically to this idea and criteria based award would be an important new metric for the Cadet Program.

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CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

NLO - Concur, and suggests that the current National Commander's Unit Citation Ribbon be converted to a Quality Unit ribbon to recognize members of such units, such ribbon to rank in precedence immediately below the Unit Citation ribbon.

Awards and Promotions Team and Sr Advisor Support:

We are in agreement with the basic idea of this agenda item, but do not believe that it has been sufficiently staffed to refer to the NB. This lack of detailed evaluation resulted in the failure of the old "CAP-MAP" award system. In addition, the cost and manpower necessary for the award needs further consideration. A total cost of \$100 per year is not realistic, and we do not believe it is proper to have the receiving units purchase their own streamer (current cost \$35 per unit). We also believe that the Wing Commander must have the final review on concurrence on all awards to his or her units.

Finally, we do not recommend the elimination of the Squadron of Merit/Distinction Award. Winning these prestigious awards have been the goals of many squadrons across the nation, and we believe the Quality Unit Award should supplement, not replace, the SOM/SOD.

In order for these items to be addressed, we recommend this AI be referred to a joint Cadet Programs/Awards Committee for return to the summer 2010 NB for final action.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, & Certificates*
CAPR 52-16, *Cadet Program Management*

NATIONAL BOARD ACTION

COL HAYDEN/NER MOVED and COL COOPER/NH (PROXY) seconded the PROPOSED NATIONAL BOARD ACTION, amended as follows: (1) Withdraw the second sentence of the motion; (2) Change the first sentence to read: That the National Board authorizes National Headquarters to establish a Quality Cadet Unit Award program, as outlined below including a banner on the squadron flag, as an incentive for working toward and achieving the Squadron of Distinction Award.

COL HERRIN/NLO MOVED TO AMEND and COL ROBINSON/AL seconded the amendment to provide direction to the Uniform Committee to develop an appropriate ribbon or devise for members of a quality unit to wear on their uniform.

THE MOTION TO AMEND DID NOT PASS

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COL PHELKA/CO MOVED TO REFER and COL WINTERS/OH seconded that the board approve this motion, in concept, and refer to committee with guidance to study the criteria and award elements, if any, and the study results brought forward to the next NEC meeting.

THE MOTION TO REFER CARRIED

FOLLOW-ON ACTION: Referral to committee with a report to the May 2010 NEC Meeting. Include in the May 2010 NEC Agenda.

May 2010 NEC - Action

d. ITEM: National Staff Organization (CAPP 20 – Information Only)

CAPP 20 will be distributed at the NEC meeting.

AGENDA ITEM - 13

Action

SUBJECT: New Business

a. ITEM: Awards, Decorations, and Promotions

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