

Civil Air Patrol National Board Minutes



**4-5 March 2005
Washington DC**

4-5 March 2005

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OPEN SESSION

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The minutes were approved at the next National Board Meeting in August 2005.

CIVIL AIR PATROL
NATIONAL BOARD MEETING MINUTES
4-5 March 2005
Washington DC

OPEN SESSION

Call to Order Maj Gen Dwight H. Wheless, CAP
Invocation Ch, Col Charles E. Sharp, CAP
Pledge of Allegiance..... Col Larry D. Kauffman, CAP
Roll Call..... Mr. Al Allenback, HQ CAP/EX
Facilities Briefing Mr. Don Rowland, HQ CAP/XP

National Commander Welcome Maj Gen Dwight H. Wheless, CAP

Special Guest Speaker

Integrity in Action..... Maj Gen Roger W. Burg, USAF

National Commander Update Maj Gen Dwight H. Wheless, CAP
Executive Director Update..... Mr. Al Allenback, HQ CAP/EX
Senior Air Force Advisor Update Col George Vogt, USAF

Safety Briefing Mr. Gary Woodsmall, HQ CAP/SE

NATIONAL BOARD

The National Board is comprised of the National Commander, Senior Air Force Advisor (also Commander, CAP-USAF), National Vice Commander, National Chief of Staff, National Finance Officer, National Legal Officer, National Controller, National Inspector General, National Chief of Chaplains Services, the 8 region commanders, and 52 wing commanders.

Col Ann B. Clark, CAP

Vermont

NATIONAL OFFICERS

MIDDLE EAST REGION

*Maj Gen Dwight H. Wheless, CAP National Commander
*Brig Gen Antonio J. Pineda, CAP Nat'l Vice Cmdr
*Col George Vogt, USAF Senior AF Advisor
*Col Larry D. Kauffman, CAP Nat'l Chief of Staff
*Col Donald B. Angel, CAP Nat'l Finance Officer
*Col Theodore R. Chavez, CAP National Legal Officer
*Col George M. Boyd, CAP National Controller
**Col William S. Charles, CAP National Insp. General
**Ch, Col Charles E. Sharp, CAP Chief Chap. Services

*Col Charles S. Glass, CAP Region Commander
Col Russell M. Opland, CAP Delaware
Col Kathryn J. Walling, CAP Maryland
Col Jane E. Davies, CAP National Capital
Col Larry J. Ragland, CAP North Carolina
Col Saul H. Hyman, CAP South Carolina
Col Richard L. Moseley, CAP Virginia
Col Rodney F. Moody, CAP West Virginia

NORTHEAST REGION

GREAT LAKES REGION

*Col Richard A. Greenhut, CAP Region Commander
Col James E. Palmer, CAP Connecticut
Col Mitchell P. Sammons, CAP Maine
Col Frederick B. Belden, CAP Massachusetts
Col Margie L. Sambold, CAP New Hampshire
Col Robert Diduch, CAP New Jersey
Col Austyn W. Granville, Jr., CAP New York
Col M. Allen Applebaum, CAP Pennsylvania
Col Anthony L. Vessella, Jr., CAP Rhode Island

*Col William W. Webb, CAP Region Commander
Col Jay R. Burrell, CAP Illinois
Col Charles H. Greenwood, CAP Indiana
Col Henry L. Heaberlin, CAP Kentucky
Col Gary J. Mayo, CAP Michigan
Col Charles L. Carr, CAP Ohio
Col Clair D. Jowett, CAP Wisconsin

ROCKY MOUNTAIN REGION

*Col Lynda C. Robinson, CAP	Region Commander
Col Donald G. Cortum, CAP	Colorado
Col James E. Fletcher, CAP	Idaho
Col Jan E. Van Hoven, CAP	Montana
Col Jack D. Butterfield, CAP	Utah
Col William R. Morton Jr., CAP	Wyoming

SOUTHEAST REGION

*Col Matthew R. Sharkey, CAP	Region Commander
Col John E. Tilton, CAP	Alabama
Col Joseph J. Martin, CAP	Florida
Col Charles D. Greene, CAP	Georgia
Col John B. Wilkes, CAP	Mississippi
Col Herman Liboy, CAP	Puerto Rico
Col James M. Rushing, CAP	Tennessee

PACIFIC REGION

*Col Merle V. Starr, CAP	Region Commander
Col Robert L. Brouillette, CAP	Alaska
Col Virginia M. Nelson, CAP	California
Col Jeffery N. Stickel, CAP	Hawaii
Col Dion E. DeCamp, CAP	Nevada
Col Stephen A. Senderling, CAP	Oregon
Col Roy L. Stephenson, CAP	Washington

NORTH CENTRAL REGION

*Col Rex E. Glasgow, CAP	Region Commander
Col Ralph Tomlinson, CAP	Iowa
Col Bernard F. King, CAP	Kansas
Col Stephen G. Miller, CAP	Minnesota
Col Joe E. Casler, CAP	Missouri
Col Warder L. Shires, CAP	Nebraska
Col K. Walter Vollmers, CAP	North Dakota
Col Mary F. Donley, CAP	South Dakota

SOUTHWEST REGION

*Col Thomas L. Todd, CAP	Region Commander
Col John J. Varljen, CAP	Arizona
Lt Col Joseph Jensen, CAP(Proxy)	Arkansas
Col Rodney W. Ammons, CAP	Louisiana
Col Frank A. Buethe, CAP	New Mexico
Col Virginia P. Keller, CAP	Oklahoma
Col Robert F. Eldridge, CAP	Texas

*Voting Members of National Executive Committee 15

** Non voting members of National Executive Committee 2

OTHER CORPORATE OFFICIALS

Mr. Al Allenback	Executive Director
Mr. Don R. Rowland	Senior Director, Strategic Comm. & Plans
Mr. Paul J. Capicik	Chief Information Officer
Mr. Ray Bean (acting)	Director, Leadership Dev. & Membership Services
Ms. Susan Easter	Chief Financial Officer
Mr. John A. Salvador	Director, Operations
Mr. Mark Richardson (acting)	Director, Logistics & Mission Support
Mr. Stanley Leibowitz	General Counsel
Mr. James E. Shea	Director, Strategic Partnerships

AGENDA ITEM 1**LG****Action**

**SUBJECT: Ratification of Regulations
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

Constitution Article XX, effective 27 Feb 01, requires that, in the normal course of events, regulations shall be adopted and maintained by the National Commander and shall be ratified by a majority vote of the National Board.

The following regulation is ready for ratification:

CAPR 60-11 *Pilot Continuation Training Program*

PROPOSED NATIONAL BOARD ACTION:

The National Board vote to ratify the proposed regulations.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

This regulation is completed and staffed or is expected to be prior to the National Board meeting.

CAP USAF HEADQUARTERS' COMMENTS:

CAP-USAF will provide inputs via separate correspondence.

COMMITTEE RECOMMENDATION:

The Operations Committee recommends approval for CAPR 60-11.

NATIONAL BOARD ACTION:

COL KAUFFMAN/CS MOVED and COL TODD/SWR seconded that the National Board ratify CAPR 60-11, *Pilot Continuation Training Program*.

MOTION CARRIED BY MAJORITY VOTE.

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and publication and distribution of regulation.

AGENDA ITEM 2

DO

Action

**SUBJECT: Mission Pilot Specialty Ratings
DE Wg/CC – Col Opland**

INFORMATION BACKGROUND:

CAP is experiencing declining membership nation-wide. Many of these are first-year members, and many are pilots who join in order to fly for CAP. The primary way for pilot members to contribute is through ES qualification—in fact, we motivate most of them to join based on our operational missions. Unfortunately, it takes a long time and a great deal of effort for a new pilot to become qualified as a mission pilot, and we are losing new pilot members as a consequence.

CAP Regulation 60-3, *CAP Emergency Services Training and Operational Missions*, currently defines two specialty ratings for mission pilots: “Search and Rescue (SAR)/Disaster Relief (DR) Mission Pilot (MP)” and “Transport Mission Pilot (TMP)”. MPs require 200 hours Pilot-in-Command (PIC) time, 50 hours cross-country flying, plus extensive training, and TMPs require 100 hours PIC time, 50 hours cross-country flying, plus no training (beyond General ES (GES)). In order to become a MP, a new pilot member must complete Level I of the Professional Development program, learn and negotiate our CAP Form 5 checkride process to become qualified as a CAP Pilot, and then undergo extensive training, usually over a period of months, in order to attempt a CAP Form 91 MP checkride. In between becoming a CAP Pilot and a MP, they may, if qualified, participate in missions as a TMP, but these opportunities are usually quite limited (per CAPR 60-3).

If CAP offered a way for new, but experienced, pilot members to contribute more meaningfully to mission flying much sooner, these members would be more likely to stay, because they would feel like they were making a valuable contribution.

CAPR 60-3 currently defines three levels of qualification for the specialty ratings of Incident Commander, Agency Liaison, and Ground Team Member. Each of these levels is characterized by increased experience, and the ability to handle more complex missions. If a similar structure were established for pilot specialty ratings, the following benefits potentially accrue:

1. new pilots are less likely to quit, because they become qualified sooner, with fewer obstacles, and so can begin making a contribution sooner;
2. pilots are motivated to continue training for enhanced qualification(s), which leads to increased safety as well as increased member retention;
3. greater numbers of mission-capable pilots become available, thereby enhancing CAP’s mission readiness and capabilities;
4. Further increase safety by granting Incident Commanders increased operational flexibility, due to increased numbers of mission-qualified personnel available, and the ability to task an appropriately-trained pilot for a corresponding mission.

One possible approach might be to convert the current TMP rating into “Mission Pilot – Level 3”, and create a new rating “Mission Pilot – Level 2”. This new rating would be roughly equivalent to today’s SAR/DR Mission Pilot (including the 200-hour PIC

requirement, 175 hours PIC for trainee, and 50 hours cross-country flying, so that our FAA and insurance requirements remain the same), but would not include electronic and visual search techniques training. This would essentially become a “DR/Homeland Security (HLS)” pilot rating, capable of flying aerial imagery and similar missions. The “Mission Pilot – Level 1” rating would include all the training requirements for today’s SAR/DR Mission Pilot, plus include training in the specialized search functions of the GPS units in our aircraft, as well as training in the use of the new Becker DF units.

PROPOSED NATIONAL BOARD ACTION:

The National Board vote to task HQ CAP/DO to convert the existing mission pilot specialty ratings into three levels, generally as described above, with input from the Operations Committee, and present a proposal for ratification to the May 2005 NEC.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS’ COMMENTS:

National Headquarters can accomplish the requested action if the National Board approves this item. Under our exemption to FAR §61.113(e), we are required to give the FAA 30 days notice before going into effect.

CAP USAF HEADQUARTERS’ COMMENTS:

CAP-USAF does not concur for two reasons.

1. This proposal provides no clear evidence that CAP’s declining membership is due to the lack of a three-tiered Mission Pilot structure. Nor does this proposal provide any meaningful data that the current two-tiered structure is significantly impacting CAP’s safety, mission readiness, or operational flexibility.
2. CAP pilot participation in most missions other than SAR is indorsed because of the experience and skills sets developed during the SAR mission crew training. Many of mission profiles flown in the DR and HLS arena are *more* demanding than single aircraft SAR missions. Crew management, procedural knowledge, systems knowledge, and overall situational awareness requirements are generally much higher than the basic SAR mission. We do not think it prudent to lower pilot qualifications for CAP pilots to participate in more complex missions in more demanding environments.

Overall, CAP-USAF believes a proactive professional development officer/mentor which quickly guides new members into the appropriate training programs and tracks the member’s progress against a developed training timeline will have better results than changing mission pilot qualifications.

COMMITTEE RECOMMENDATION:

The Operations Committee does not recommend approval of this agenda item. It would make it more complicated for Incident Commanders if CAP did this because the ICs would have to keep track of which level their Mission Pilots were both for initial mission assignment and also for possible re-tasking to a higher priority mission. In addition, several committee members felt that creating a new level of Mission Pilot would not be beneficial because they wouldn't have the minimum knowledge and experience to perform the vast majority of missions CAP gets tasked to do. The Operations Committee did recommend looking at the Transport Mission Pilot guidance to see if there are other missions these pilots could safely perform in addition to what is already listed in CAPR 60-3.

REGULATIONS AND FORMS AFFECTED:

CAP Regulation 60-3, *CAP Emergency Services Training and Operational Missions*.
CAP Form 91, *CAP Mission Pilot Checkout*.

NATIONAL BOARD ACTION:

This agenda item was withdrawn by the sponsor.

AGENDA ITEM 3

DO

Action

**SUBJECT: VHF Repeater Requirements Study
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

Information presented by CAP/CC Special Assistant for Communications
Lt Col Moe Thomas

A major effort has been underway in the communications community to document CAP's future repeater requirements in the 2008 narrowband era. All the wings have studied their requirements and filed applications for future repeater needs. The region communications staffs have reviewed those applications and forwarded them to the National Repeater Coordination Group (NRCG). The NRCG is composed of two representatives from each region appointed by the region commander. The NRCG has completed a final review of the wing applications and assembled a national repeater requirements plan which will be briefed to the National Board. With the NB's approval, this new repeater requirement plan will go forward to the AF for their review/approval. Once the AF approves the repeater plan, CAP will amend the Communications Table of Allowances and develop a funding plan for this project.

PROPOSED NATIONAL BOARD ACTION:

The National Board vote to approve the repeater plan proposed by the National Repeater Coordination Group.

ESTIMATED FUNDING IMPACT:

The Air Force has appropriated \$5.8 M for CAP's VHF Repeater requirements.

CAP NATIONAL HEADQUARTERS' COMMENTS:

National Headquarters supports this plan.

CAP USAF HEADQUARTERS' COMMENTS:

CAP-USAF will review the plan when it is presented to us.

COMMITTEE RECOMMENDATION:

This item is being proposed by the committee.

REGULATIONS AND FORMS AFFECTED:

To be determined.

NATIONAL BOARD ACTION:

LT COL THOMAS presented a slide briefing (Atch 4). A paper copy of the slides was distributed to the board members.

Later in the meeting, a point of order was raised that there was proposed action under this agenda item. There was clarification that the National Repeater Coordination Group had not yet completed its study and requested no action at this time.

AGENDA ITEM 4

LM

Action

**SUBJECT: Change to CAPR 160-1
SWR/CC – Col Todd**

INFORMATION BACKGROUND:

Based on Dr Greenstone's article in this month's CAP News that outlines the future of CAP Health Services, I would like to propose the following amendment to CAPR 160-1.

The amendment will add Certified Athletic Trainers (ATC) to the list of professionals who may serve as Health Services Officers (HSO). ATCs are trained professionals whose training requires a rigorous four year college curriculum and over 1,500 hours of practical skills experience in order to obtain professional certification by the National Athletic Trainers Association (www.NATA.org). ATCs are well prepared to serve all the roles of HSO and may well be the best trained individuals to provide oversight and first provider care at the encampments and missions. The current NATA president is pleased to offer his assistance in promoting CAP membership within his organization.

PROPOSED NATIONAL BOARD ACTION:

The National Board vote to amend CAPR 160-1 to include Certified Athletic Trainers to the list of professionals who may serve as HSOs.

ESTIMATED FUNDING IMPACT:

Printing cost.

CAP NATIONAL HEADQUARTERS' COMMENTS:

National Headquarters has no objection to adding this to CAPR 160-1.

CAP USAF HEADQUARTERS' COMMENTS:

No comments.

COMMITTEE RECOMMENDATION:

The Development Committee recommended that this item be sent to the Health Services Group for review.

Health Services Group comments:

The objective standard against which this request should be measured and decided is whether or not the United States Air Force recognizes and appoints as officers, or in any other medical enlisted capacity, Certified Athletic Trainers. If the Air Force appoints or accepts Certified Athletic Trainers as Medical Service Officers, or as enlisted medical personnel, then we should allow their appointment in CAP as Health Service Officers. If the Air Force does not, we should decline also.

REGULATIONS AND FORMS AFFECTED:

CAPR 160-1, *The CAP Health Service Program.*

NATIONAL BOARD ACTION:

This agenda item was withdrawn by the sponsor.

AGENDA ITEM 5

LM

Action

**SUBJECT: Revocation of CAPR 160-2, Authorized
Medical Care in USAF Hospitals
CAP/CS – Col Kauffman**

INFORMATION BACKGROUND:

Information presented by Director, Health Services Group
Col Greenstone

Civil Air Patrol currently has a regulation that describes the care CAP members are entitled to receive at USAF hospitals. The information contained in this regulation comes directly from the Air Force governing directives and cannot be changed or amended by Civil Air Patrol. While Civil Air Patrol members need to be aware of what medical treatment they may be entitled to on a military installation, it is more appropriate to include this information in a CAP pamphlet instead of a regulation. Since CAPR 5-1, Publications Management, states that only the National Board or National Executive Committee can revoke a regulation, the change to a pamphlet cannot be made without approval.

PROPOSED NATIONAL BOARD ACTION:

The National Board approve revoking CAPR 160-2, *Authorized Medical Care in Air Force Hospitals*, and including this information in a new CAP pamphlet.

ESTIMATED FUNDING IMPACT:

Minimal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP USAF HEADQUARTERS' COMMENTS:

Concur.

COMMITTEE RECOMMENDATION:

The Health Services Group fully supports this proposal.

REGULATIONS AND FORMS AFFECTED:

CAPR 160-2, *Authorized Medical Care in Air Force Hospitals*.

NATIONAL BOARD ACTION:

COL KAUFFMAN/CS MOVED and COL TODD/SWR seconded that the National Board revoke CAPR 160-2, *Authorized Medical Care in Air Force Hospitals*.

The parliamentarian clarified that the National Board does not need to approve pamphlets. Pamphlets are issued by National Headquarters with National Commander approval.

MOTION CARRIED WITH NO DISSENTING VOTES.

FOLLOW-ON ACTION. National Headquarters revocation of CAPR 160-2 and issuance of a pamphlet outlining authorized medical care in USAF hospitals.

AGENDA ITEM 6	XP	Action
SUBJECT: Committee Reports		
CAP/CS – Col Kauffman		

Committees

1. Finance Committee

Col Angel

COL ANGEL/NFO presented a slide briefing (Atch 5).

COL ANGEL stated that copies of the slide presentation were distributed to National Board members and the actual minutes of the 3 March 2005 Finance Committee meeting were distributed to members of the NEC.

2. Development Committee

Col Robinson

COL ROBINSON presented a slide briefing (Atch 6) on the following three items.

1. Modifications to Embroidered Insignia Worn on the BDU.

The committee recommended disapproval of a proposal to modify current embroidered insignia to the style currently used by AF (OD green backing with blue/brown thread) and an alternate proposal to modify current insignia to OD green background with white thread.

No action was taken by the National Board.

2. Grade Insignia on BDU.

COL ROBINSON/RMR MOVED and COL TODD/SWR seconded that the National Board approve the committee recommendation that, effective immediately, all members—cadet and senior members—will remove the CAP cutout from the left collar of the BDU and replace with appropriate grade insignia, with implementation required by 30 September 2005.

MOTION CARRIED WITH NO DISSENTING VOTES.

FOLLOW-ON ACTION. Implementation of policy, notification to the field, and change to regulation.

3. Modification to EMT/Paramedic Badge.

COL ROBINSON/RMR MOVED and COL GLASGOW/NCR seconded the committee recommendation that the National Board approve the 3-level EMT/Paramedic badges and eliminate the wear of an EMT patch on the left BDU pocket.

MOTION CARRIED WITH NO DISSENTING VOTES.

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to regulation. There was agreement that the phase-in date would be set by National Headquarters.

NOTE: There was clarification that members would wear these badges according to their individual state licensure levels as an EMT.

3. Operations Committee

Col Hartman

COL HARTMAN reported that three items recently submitted to the committee are in progress:

1. Proposal for change to CAP Form 104 to make it more detailed—more like a flight plan. This proposal will be worked and reported at the next meeting.
2. Proposal from California to consider consolidating several forms into a standardized national CAP form.
3. Proposal to consider another possible form as part of the risk assessment plan.

Later in the meeting, Maj Gen Wheless stated that, in light of recent discussions, he is requesting that the Operations Committee, in coordination with the headquarters staff, review our existing mission specialty qualifications for pilots and propose any suggested changes to the Summer National Board. He added that a written request would be given to Col Hartman.

FOLLOW-ON ACTION. Operations Committee action – National Headquarters staffing, as requested, and inclusion in the 2005 August National Board agenda.

4. Professional Development

Col Courter

COL COURTER provided a written Professional Development Committee report which was distributed to the board members. Col Courter also reviewed the mission of the committee: “Responsible for aerospace education, professional development, cadet programs, and the chaplaincy. The committee will provide expertise for program development and implementation, review procedures for effectiveness and relevancy, and research and recommend viable evaluation processes.”

COL COURTER, on behalf of the Civic Leadership Academy 2005, presented its polo shirt to Maj Gen Wheless.

COL GLASGOW/NCR noted that Col Courter is director of the civic leadership activity and commended her for all her efforts in support of this activity.

5. Information Technology Group

Col Opland

COL OPLAND provided a report, MEMORANDUM FOR NATIONAL BOARD, Subject: Report of IT Group Activities, 4 March 2005, with two attachments: (1) Current Major IT Software Development Projects, and (2) List of all the IT projects with priorities (Atch 7). Col Opland noted that as new IT projects are approved the priorities change. The subject of priorities was discussed during the National Board meeting.

COL OPLAND also provided information from the Nov 04 NEC meeting (Agenda Item 6) regarding distribution of computers to the field.

6. Advanced Technology Group

Col Alexa

COL ALEXA briefed the rollout of the Airborne Real-Time Cueing Hyperspectral Enhanced Reconnaissance (ARCHER) system (Atch 8). He emphasized that great emphasis is being placed on training for this system.

MAJ GEN WHELESS commented that, with the assignment of Gippsland and Cessna aircraft, the aircraft will be equipped with the SDIS (satellite-transmitted digital imaging system) modem. If a Gippsland aircraft is delivered that becomes operationally ready before we have an HSI unit to put in it, he will temporarily assign the Gippsland so that people in the field can begin to use it—pilots, co-pilots, and teams can get used to the aircraft. Where the aircraft are going to be permanently assigned has not yet been determined.

MAJ GEN WHELESS added that there are certain aspects of the ARCHER system that the Naval Research Lab and Air Force Research Labs said should not become a part of our briefings because they are classified. There will be briefing sheets and slides available for members of the board so that they can take them back to their units and brief the essentials of the system.

7. Cadet Programs Sub Committee

Col Glasgow

COL GLASGOW noted that the Cadet Programs Committee has a unique feature—it includes headquarters cadet staff members and representatives from each region, the Cadet Advisory Council (CAC), and the Spaatz Association. The representatives from each region are in attendance this morning. The chairperson of the committee, Cadet Lt Col Kaycee Gilbert, and the other cadets in attendance joined Col Glasgow in the front of the room. Col Glasgow presented a committee briefing (Atch 9) and distributed a MEMORANDUM FOR ALL UNIT COMMANDERS, Subject: Policy Letter – Revision to the Cadet Physical Fitness Test Standards, 18 February 2005 (Atch 10) signed by the National Commander, effective immediately (18 Feb 05).

Col Glasgow stated this change to the physical fitness program is called the 2 out of 3 rule, which should correct about 90 percent of the failure-rate problem. This policy will be included in the March all-unit mail. It has been put on the web site for notification so

it is official and is already out in the field. There are other options and changes that have been brought to the committee by the CAC. Under discussion are:

- Limiting CPFT for the Curry Level (as is done with the aerospace).
- Offering the free uniform after cadets have achieved the first rank.
- Train the trainer—some senior members need to be better trained. If cadets do not have senior leaders who are familiar with their program, they are not going to have the retention either.

COL GLASGOW mentioned other cadet ideas that will be brought forward for consideration as they are developed.

COL GLASGOW briefed on other new cadet programs activities: Three national cadet special activities: (1) AMMA at the Cessna Plant in Independence—an opportunity for career exploration, possibly painting a Cessna aircraft, hanging a wing, riveting, touring the plant to see how aircraft are manufactured. (2) The cadets will be exposed to various engineering departments, including a visit to the Air Force Research Lab. (3) A third Space Command activity. There are now a total of 40 national cadet special activities.

COL GLASGOW expressed appreciation to two members who have not previously been recognized—Col Granville, NY/CC; and Lt Col Warren Vest who worked on the cadet orientation reimbursement program. CAP went on-line with a new way for your designees to submit the information (previously submitted on Form 7) electronically.

COL GLASGOW reported that on Thursday he requested the Finance Committee to approve \$45,000 for glider funding. The funding was readjusted and \$45,000 was approved to continue the cadet orientation glider program, primarily due to the \$50,000 contribution by Intergraph. This funding will be handled similar to the cadet orientation powered flight program.

MAJ GEN WHELESS asked the region commanders to stand and the visiting cadets to walk down the center aisle to shake hands with the commanders and pose for a picture.

8. Health Services Group

Col Greenstone

COL GREENSTONE reported on his and Maj Gen Wheless' visit with the Air Force Surgeon General. They met in an attempt to establish a relationship with USAF medical services and CAP health services in much the same way as the chaplain service has done. The Surgeon General was very receptive to the suggestion that CAP might be of service to the Air Force in this particular area, utilizing those very well qualified health services professionals at all levels in CAP. It was an excellent meeting with an indication that the CAP relationship with the Air Force Surgeon General was greatly enhanced.

COL GREENSTONE also reported that his group has been working on other exciting issues. Dr. Kay McLaughlin, the former Health Services Group Chief, is helping staff a

new first-time CAP specialty track 220 for health services officers and will hopefully soon be completed. The group has increased its numbers in order to get expanded assistance from health service professions to deal with the issues of cadet medication and proposing some new forms in that area. The group has also established a Yahoo group's form to solicit additional information to provide input to the National Commander. The first working group meeting conference call is scheduled for 25 March 2005, and these meetings will be scheduled quarterly. At this meeting he distributed a form "MEMORANDUM FOR ALL REGION AND WING COMMANDERS, Subject: Health Services Officers Assigned to Region and Wing Staff, 4 March 2005," soliciting input from the commanders on appointment of Health Services Officers in their areas.

AGENDA ITEM 7

Action

SUBJECT: Old Business

1. ITEM: CAP Membership Cards: Agenda Item 12, August 2003 NB; Agenda Item 12, November 2003 NEC; Agenda Item 12-4, May 2004 NEC; Agenda Item 10-1, August 2004 NB; Agenda Item 10-1 Nov 2004 NEC.

Sponsor: CAP/CS – Col Kauffman

Membership Card Briefing: GLR/CC – Col Webb

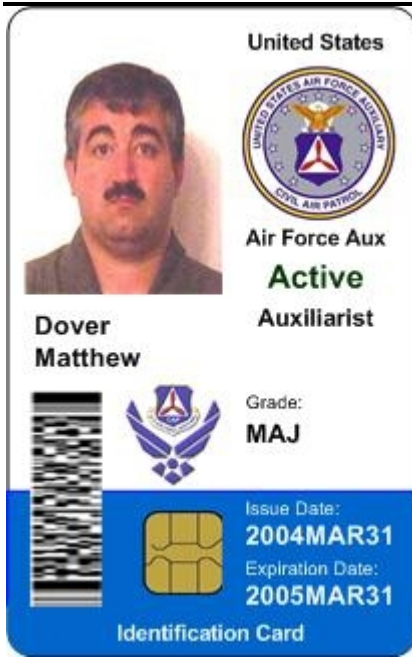
INFORMATION BACKGROUND:

The subject of picture membership cards was first discussed by the August 2003 National Board and tabled until the November 2003 NEC meeting. The November 2003 NEC voted to adopt, in concept, a plastic picture membership card with modifications. A proposed card was then adopted at the May 2004 NEC with the stipulation that these cards would be for the active senior members only and production would be outsourced. Other membership categories would continue to receive the current membership card. The costs of implementing this card and procedures for new members were to be briefed to the August 2004 National Board. The Board did not receive the presentation. The Board voted to defer action on the ID card and refer the issue back to the November 2004 NEC.

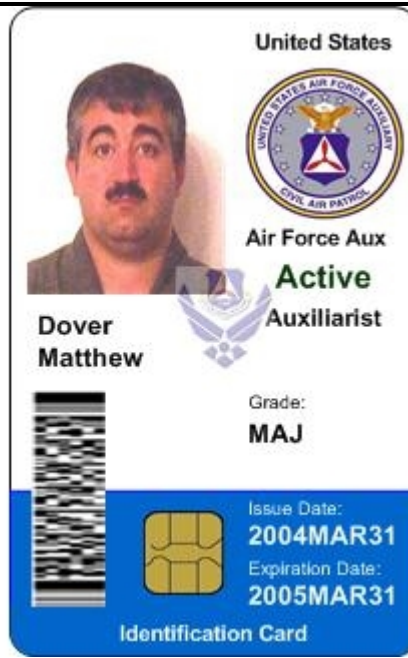
Col. Sciss briefed the November 2004 NEC regarding Homeland Security Presidential Directive 12 (HSPD-12) signed by the President on August 27, 2004; said directive sets a policy for the adoption of secure and reliable identification card standards for Federal employees and contractors. In view of this directive and potential ID card designs being discussed, it was agreed that Col. Webb, GLR/CC, would meet with Col. Sciss and a representative from the Air Force Access Card Office to discuss I.D. card issues. On 16 December 2004, said meeting took place in Washington, D.C. A consensus was reached as to two ID card designs that would be acceptable to the AF.

The difference between the two AF approved cards is the manner and location for placement of the CAP/AF seal. In AF approved design 1, said seal is visibly printed on the card; in design 2, the seal would be a transparency placed on the clear protective film that covers the card and would be visible if the card were held at a slight angle; this later design is how the DoD places its seal on the DoD common access card (CAC) and while slightly more expensive to produce would be very difficult for someone to forge.

It should be noted that military base commanders determine who can access a facility. Col. Sciss indicated that a joint AF-CAP letter could be circulated to military facilities through AF channels that would announce a date after which military facilities should only recognize the new photo-ID card for senior members.



Design 1: Color Seal



Design 2: with custom hologram

Several procedural issues need to be resolved prior to implementing the new card.

1. **What do new senior members receive?** A picture cannot be recorded until an individual has a CAPID and access to e-services. New members currently receive a temporary card until they complete the FBI screening process. Suggest we eliminate the temporary card and replace it with a post card providing the member's CAPID, instructions for accessing e-services to upload their picture, and use as temporary proof of membership. Once the new member has cleared the screening process and his/her picture is on file a picture membership card could be produced. If a picture is not on file when the member completes the screening process, the old style card will be sent.

2. **When will current members receive the new card?** Current members will receive a new card upon membership renewal beginning 1 October 2005. If there is no picture in the system the member will receive the old style card.

3. **Do we continue to send cards when individuals are promoted? How do we handle members who lose cards?** National Headquarters processes approximately 5,000 promotions, over 6,000 transfers, and over 3,500 requests for lost/replacement cards annually. Consistent with DoD policy not to show unit assignment on ID cards, the new CAP photo ID card would not display such information and this would eliminate re-issuance of approximately 6,000 ID cards annually. Under this revised system, we estimate producing a total of approximately 42,000 cards annually for senior members.

4. **Funding.** The cost of new cards is more than what is currently in the budget for membership cards. Since other membership categories will continue to receive the current card we must continue to budget approximately \$25,000 to cover the cost of producing those cards and the custom carriers and envelopes used for the picture cards. Supplies for the new temporary member postcard and development costs for

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the system modifications will cost approximately \$3,500. Our initial research shows that the new photo card will cost between \$1.78 and \$2.57 per card compared to the approximately .41 cost of the current card (price based on producing approximately 48,000 senior member cards per year). The source for funding must be established.

PROPOSED NATIONAL BOARD ACTION:

That the National Board:

1. Approve one of the AF approved photo ID card designs for use by senior members. Members that do not desire base access may opt out and receive the current membership card.
2. Approve the suggested procedures for new members and the issuance of a post card as temporary proof of membership until the FBI screening is complete.
3. Approve the new cards for issuance beginning 1 October 2005.
4. Approve funding for the card by one of the following methods
 - a. from corporate income generated by the recent dues increase or, alternatively
 - b. members electing a one or two year membership renewal would be charged the difference between the current non-photo ID card cost and the new photo ID card cost. Members electing to take a three year membership would be provided the new photo ID card without additional cost and any shortfall would be drawn from income from the recent dues increase.
5. IT project priorities will be adjusted so picture membership cards will be available to members on 1 October 2005.

ESTIMATED FUNDING IMPACT:

Dependant on whether NB approves funding from corporate funds or from assessment to members obtaining card as outlined above.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Suggested implementation date will have to be coordinated with the contractor; additional lead time may be required.

All costs provided assume no smart chip or magnetic strip included on the card. Additionally, the cost per card will increase depending on the quantity needed (10% for quantities between 20,000 and 30,000; 20% for quantities between 10,000 and 20,000; and 30% for quantities less than 10,000).

If picture cards are complimentary for members who renew for 3 years, funds need to be identified to cover the cost of these cards. We have been unable to determine how many members may choose this option. For planning purposes, if 10% of senior members renew for 3 years, we would have to plan for approximately \$9,000 to cover the cost of these cards. Some one time start-up fees must be funded: \$375.00 initial setup for any card design, plus \$3,500 for origination of a custom hologram if Design 2 is selected.

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If Option 4B is chosen, system modifications will have to be made to allow for the purchasing of cards and the “opt out” option. We estimate these modifications to cost approximately \$13,000. Our estimate for the total funding of this option is \$20,000 (postcard, purchase, opt out system, start up fee and hologram).

The National Board may want to consider making this a self-sustaining program. Approximately 7,000 cards are issued annually as a result of promotions, name changes, lost cards, etc. We suggest charging \$5.00 per card issued to ensure we cover all costs. Since we are unable to determine how many members would take advantage of the three-year membership renewal, suggest only one complimentary card be provided for each three year renewal. Any additional cards required during the three year period would be purchased. If the Board determines not to make this program self-sustaining, the Finance Committee must identify a funding source which may require reprioritizing the current unfunded list.

Lastly, if this is to be a Civil Air Patrol photo membership card, we believe the words “Civil Air Patrol” should be prominently displayed on the card. Additionally, the design for the back of the card must be determined.

CAP USAF HEADQUARTERS’ COMMENTS:

In general, CAP-USAF concurs with this proposal. After close coordination with AF/XOS-HA, we must emphasize two important points:

1. Neither of the proposed cards will provide access to any military facility unless the CAP member is listed on the base access roster. The proposed cards may be used as a form of identification to verify the member’s identity, but *the new card, in and of itself, will **not** provide base access.*
2. The statement “...a joint AF-CAP letter could be circulated to military facilities through AF channels that would announce a date which military facilities should only recognize the new photo-ID card for senior members” raises several considerations:

- Base access is always at the discretion of the installation commander. Individuals who request permission to enter a base must possess a DoD Common Access Card or be on a base access roster. Security personnel cross check the individual’s name on the access roster with some form of photo identification such as a driver’s license.

- If the proposed letter were sent, the impact would be to hold CAP personnel to a higher standard than the general public for base access by dictating that the new ID card is the *only* way to identify a CAP member. Thus, we foresee a situation where some CAP members will be denied base entry, even if their name is on the base access roster, since the new card is optional and not every member will receive it.

In summary, the proposed National Board action creates a higher standard for identification requirements for CAP members than what is currently required for access to military facilities.

No appropriated funds may be used for photo ID cards.

COMMITTEE RECOMMENDATION:

No committee action.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-2, *Civil Air Patrol Membership*.

NATIONAL BOARD ACTION:

COL WEBB/GLR stated that his proposal is that the National Board approve design #2; that National Headquarters continue to issue temporary non-picture IDs while a person's FBI background check is pending; that the initial charge be \$4.00 for the first round of issuance; that the IT priorities be adjusted so that this could be initiated by 1 Oct 05; and that we authorize the National Commander to issue a joint letter with the Air Force announcing the new card as the acceptable ID for CAP senior members.

COL WEBB agreed to separate the issues since some aspects of the proposal appear to be controversial, as well as the question of whether a picture ID card should be mandated for access to military installations. The first priority would be for the board to select a design and then consider the other issues.

COL WEBB/GLR MOVED and COL OPLAND/DE seconded that the National Board adopt design #2 because it is much more difficult to forge and it is in keeping with the AF CAC (common access card) design.

MAJ GEN WHELESS restated the motion to read: "to adopt design #2 as the new card for Civil Air Patrol." Col Webb agreed with the restated motion. Gen Wheless added that the only other issue is whether, as a board, we will order that card as the only card that you may use to gain base access, regardless of the fact that the base commander might recognize another type of card. Col Webb agreed.

MS. PARKER/LMM stated that the original intent of the picture ID card was that it would be for active senior members only; that other categories—cadets, cadet sponsors, patrons or anyone else involved would not have this card. She asked for clarification. Col Webb clarified that the new card was intended for active senior members.

COL VOLLMERS/ND MOVED TO AMEND the motion to change the card as follows: (1) remove the words "Identification Card," (2) include the rank by the name—eliminating the need for the word "Grade," (3) In the space left by the suggested 2 change, include "Civil Air Patrol" in larger letters than appear on the seal. NOTE: He later withdrew (1) removing the words "Identification Card."

MOTION TO AMEND FAILED BECAUSE THERE WAS NO SECOND.

MOTION TO SELECT DESIGN #2 CARRIED WITH NO DISSENTING VOTES.

COL WEBB/GLR MOVED and COL HEABERLIN/KY seconded that National Headquarters continue to issue a temporary non-picture ID card until the FBI screening is complete; that there will be an initial charge of \$4.00 for the new card; that IT priorities be adjusted so they can accomplish this card by 1 October 2005.

COL OPLAND/DE MOVED TO AMEND and COL TODD/SWR seconded to strike the language of “1 October 2005” and substitute language specifying that the card will be implemented at such time as the technology standards are aligned with those used by the Air Force and that the national IT priorities have been appropriately completed.

COL ANGEL/NFO clarified that this card is being designed to pay for itself so money will not be taken away from other programs, and the collection of \$4.00 will be set aside and used for the start-up and implementation of this program. This is one of the reasons it is proposed as an optional card.

MOTION TO AMEND DEFEATED BY MAJORITY VOTE.

COL PALERMO/CT PROXY asked for clarification as to whether the new card would be optional. Col Webb clarified that this issue will be decided in a separate motion.

ORIGINAL MOTION CARRIED BY MAJORITY VOTE.

COL WEBB/GLR MOVED and COL HEABERLIN/KY seconded that the National Board authorize the National Commander to issue a joint letter with the Air Force announcing the new ID card as THE acceptable ID card for senior members.

WITH NO OBJECTION FROM THE NATIONAL BOARD, THE ABOVE MOTION WAS WITHDRAWN FOR THE PURPOSE OF MAKING THE FOLLOWING MOTION

COL WEBB/GLR MOVED and COL TODD/SWR seconded that ID card design #2 be the sole ID card to identify CAP senior members who seek access to any military facility; and that the National Commander be authorized to enter into a joint letter with the Air Force announcing this new policy.

LT COL JENSEN/AR PROXY MOVED TO AMEND and COL CARR/OH seconded that the National Board strike the words “who seek access to any military facility” from the motion.

MOTION TO AMEND DEFEATED BY MAJORITY VOTE.

MAJ GEN WHELESS clarified the main motion as follows: “If you pass it, then this card—design #2—will be a requirement for any Civil Air Patrol senior

member who seeks access onto a military base. If you defeat it, the card remains an optional card for those who would like to have it along with the other original card which does not have a picture which is issued at no cost.”

COL SENDERLING/OR MOVED TO AMEND and COL OPLAND/DE seconded that the National Board vote to substitute the word “sole” with the word “preferred.”

MOTION TO AMEND CARRIED BY MAJORITY VOTE.

AMENDED MOTION CARRIED BY MAJORITY VOTE (HAND COUNT).

NOTE: The amended motion reads as follows: “That ID card design #2 be the preferred ID card to identify CAP senior members who seek access to any military facility; and that the National Commander be authorized to enter into a joint letter with the Air Force announcing this new policy.”

FOLLOW-ON ACTION: Implementation of new policy and notification to the field.

2. ITEM: Multi-Year Renewal: Agenda Item 15-4, March 2004 NB; Agenda Item 11-2, May 2004 NEC; Agenda Item 10-1, August 2004 NB.

Sponsor: CAP/CS – Col Kauffman

Membership Card Briefing: GLR/CC – Col Webb

INFORMATION BACKGROUND:

The issue of multi-year membership renewals was first discussed by the March 2004 National Board which sent the item to the Development Committee for further study. The Development Committee reported to the May 2004 NEC that it had no objection to multi-year cards for senior members as long as the card expiration date matched the membership expiration date. The practice of allowing members the option to renew for multiple years could be convenient for the members, would be consistent with DoD ID cards that are valid for up to three years and could represent a cost savings in mailing/printing renewal reminders and membership cards. A disadvantage is that any increased income from future dues adjustments would be lost.

The May 2004 NEC voted to adopt a multi-year membership card with senior members having the option to renew for one, two or three years. There would be no price break for multiple year renewals. The NEC tasked the staff to brief the August 2004 National Board on an implementation plan; due to time constraints, the item was never briefed.

The National staff has determined that the income for future years collected as a result of multi-year renewals must be accounted for as “unearned income” and held at the National level until each annual renewal date. At that time it would be transferred to “current income” and rebated to the Wing/Region and National treasuries. In order to accomplish this, changes to both the accounting and membership systems must be accomplished. The development cost/system modifications are estimated to be approximately \$12,000 Corporate dollars. Prior to starting those modifications several policy issues need to be resolved.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approve the following guidelines:

1. All dues will be retained in the National treasury as “unearned income” and rebated to the member’s current Wing and Region of assignment on each renewal anniversary date regardless of the member’s Wing/Region of assignment at the time of the initial payment. No additional dues will be required even if the amount rebated to the current Wing/Region of assignment is less than the Wing/Region normally charges.

2. Refunds will only be made in the event of death or termination for cause.

3. \$12,000 will be allocated in the Corporate budget to cover the computer software system modifications.

4. IT project priorities will be adjusted so multi-year renewals will be available to those members who renew on or after 1 October 2005.

ESTIMATED FUNDING IMPACT:

\$12,000 in Corporate funds is required to implement this proposal.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The target date suggested must be coordinated with the IT Group.

CAP USAF HEADQUARTERS' COMMENTS:

Pending.

COMMITTEE RECOMMENDATION:

The Development Committee reported to the May 2004 NEC that it had no objection to multi-year cards for senior members as long as the card expiration date matched the membership expiration date.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-2, *Civil Air Patrol Membership*.

NATIONAL BOARD ACTION:

COL WEBB/GLR MOVED and COL SHARKEY/SER seconded that the National Board approve the guidelines listed as 1, 2, 3, and 4 under the PROPOSED NATIONAL BOARD ACTION.

MOTION CARRIED BY MAJORITY VOTE.

FOLLOW-ON ACTION: Implementation of new policy and notification to the field.

AGENDA ITEM 8

Action

SUBJECT: New Business

1. ITEM: Operations vs. MIMS Business Rules

This agenda item was added (Atch 11) by Col Eldridge who proposed to have the National Headquarters' staff implement the appropriated business rules within MIMS for the wing commander or a designee to approve certain pilot qualifications by 1 April 2005.

COL ELDRIDGE/TX MOVED and COL SHARKEY/SER seconded the PROPOSED NATIONAL BOARD ACTION

MOTION CARRIED WITH NO DISSENTING VOTES.

FOLLOW-ON ACTION: National Headquarters staff action, change to MIMS business rules, and notification to the field by 1 April 2005.

2. ITEM: Automating 108 Process

COL ANGEL/NFO noted that, while the IT Group has 81 listed taskings on its report, many of them are nearing completion. Form 108 has a departmental priority of #3 and an NHQ priority of #17. He stated that he had received numerous requests from volunteers and staff members to bring the 108s on-line to fruition. The system will improve efficiency, reduce processing costs, and reimburse CAP members more rapidly. National Headquarters is working on the process and may soon be doing some limited beta testing on the process.

COL ANGEL/NFO MOVED and COL GREENWOOD/IN seconded the following RESOLUTION:

BE IT RESOLVED that the National Board supports a resolution to move the development of 108s on-line to a top priority with a goal of implementation as soon as practical.

COL RAGLAND/NC MOVED and BRIG GEN PINEDA/NCV seconded that the National Board table this motion.

MOTION TO TABLE DEFEATED BY MAJORITY VOTE.

MOTION CARRIED BY MAJORITY VOTE.

FOLLOW-ON ACTION: National Headquarters staff action

AGENDA ITEM 9

Information

**SUBJECT: Members for Missions 2005
HQ CAP/LMM – Ms. Parker**

INFORMATION BACKGROUND:

During Fiscal Year 2004 CAP membership declined 5% overall, with a 7% loss in cadets and a 2% loss in seniors. This decline in membership is of great concern due to the potential limitations to our mission capability as well as the funding implications. Our records show that approximately 68% of our new members join because they have been introduced to the organization by a CAP member, friend or family member. The personal touch is the key to recruiting new members. In order to encourage and motivate CAP members to continue to recruit we will once again conduct a Members for Missions Recruiting Campaign. Last year over 4,400 members participated in the campaign with 191 recruiting 2 or more members during this three month period.

The 2005 campaign will run from 1 April 2005 through 30 June 2005 and is open to all members. Prizes will be awarded to the top 10 recruiters in two categories—top senior recruiter and top cadet recruiter. Prizes will also be awarded to the cadet, composite or senior squadron in each region with the highest overall growth rate during this period. The campaign rules and a complete prize list are below.

Although cadets are encouraged to participate in this campaign, we realize that the peak time for recruiting new cadets is in the fall when school begins. A special campaign for cadets recruiting cadets will be held during the months of September, October and November. Details of this campaign will be unveiled at the summer National Board meeting.

Funding

Campaign will cost approximately \$8,000. Funds are already in the budget.

Rules

2005 Members for Missions Recruiting Campaign

1. Individual prizes are based on new members recruited, renewals do not count. Individuals rejoining after 1 year will count as new members.
2. Membership applications must be signed by the new member and processed between 1 April and 30 June.
3. The individual listed as recruiter must be a member in good standing at the close of the campaign to qualify for prizes.

4. Only one member will be credited for recruiting the new member. The member's name and CAPID must appear on the membership application.
5. Applications returned by National Headquarters for incorrect or inadequate information cannot be considered unless they are corrected and processed prior to the end of the campaign. Therefore recruiters should carefully screen the application to ensure all information is present and correct. National Headquarters cannot accept telephone calls as a way to add recruiters to forms already received.
6. Anyone receiving payment for recruiting (either senior or cadet) members from any organization including Middle School Initiative Programs, state supported programs or employees of Civil Air Patrol are not eligible to participate in this campaign.
7. Applications paid for by an outside/sponsoring agency do not count toward recruiting credit.
8. National Headquarters will maintain a record of all new members and their recruiters. In case of a tie, a drawing will be held at National Headquarters. Winners will be announced ASAP after the close of the campaign.
9. Squadron strength will be recorded at the beginning of the campaign and overall growth at the end of the campaign will determine the winner. Members transferred into the squadron because of the deactivation of other units will not count toward overall growth rate.

Prizes

SENIORS

- 1st: VIP trip for two to National Board (includes registration, banquet, hotel and airfare) and 2 year free membership
- 2nd: Topo Megellan Sport Trak Color GPS and 1 year free membership
- 3rd: Digital camera and 1 year free membership
- 4th: Uniform of choice (except Mess Dress) or \$200.00 cash and 1 year free membership
- 5th: Handheld Palm Pilot/Pocket PC and 1 year free membership
- 6th: \$75.00 CAPMart gift certificate and 1 year free membership
- 7th: \$50.00 CAPMart gift certificate and 1 year free membership
- 8th: \$25.00 CAPMart gift certificate and 1 year membership
- 9th: 20.00 CAPMart gift certificate and 1 year membership
- 10th: 1 year membership

CADETS

- 1st: Trip to Cadet Special Activity of choice (must meet selection criteria) Includes registration, and transportation) and 2 year free membership
- 2nd: Topo Megellan Sport Trak Color GPS and 1 year free
- 3rd: Digital camera and 1 year free membership
- 4th: Uniform of choice or \$200.00 cash and 1 year free membership
- 5th: Game Boy Advance DS with Game and carrying case and 1 year free membership
- 6th: Microsoft Flight Simulator 2004 and 1 year free membership
- 7th: Electra J3 Cub model R/C plane and 1 year free membership
- 8th: \$25.00 CAPMart gift certificate and 1 year free membership
- 9th: \$20.00 CAPMart gift certificate and 1 year membership
- 10th: 1 year membership

SQUADRONS

The cadet, senior or composite squadron in each region with the highest overall growth rate during this period will also be awarded a \$250 prize. Transfers into the unit will not count.

MS PARKER/HQ CAP/LMM presented a slide briefing covering the above topics. A paper copy of the slides was distributed to all members of the board.

In response to a question as to what National Headquarters is doing about retention, Maj Gen Wheless stated that he was looking at the people responsible for retention. Gen Wheless added that retention is an important issue and the sub-committee is looking at that. He stressed that ultimately it is on the leadership's shoulders and the commanders in the field are the ones with the personal contact and the opportunity to hold on to the members.

AGENDA ITEM 10

Information

**SUBJECT: International Air Cadet Exchange (IACE) Update
Col Ellsworth**

INFORMATION BACKGROUND:

Col Ellsworth briefed (Atch 12) the National Board on last year's International Air Cadet Exchange program and the upcoming IACE program to include number of cadets and countries participating.

COL GLASGOW/NCR expressed appreciation to Col Ellsworth and his staff and Ray Bean and the National Headquarters staff for all their efforts in support of this very time-consuming operation.

MAJ GEN WHELESS encouraged the wing commanders, in their review of the senior escorts, to take this review very seriously. He added that when the escorts go abroad they don't just represent you, the Civil Air Patrol, and me but they represent the United States of America—its President and the entire population. It is a very serious responsibility and one that he tries to emphasize. He also reminded commanders that when they volunteer to host foreign cadets that they are able to fulfill promised activities or give valid reasons for not being able to do so.

AGENDA ITEM 11

Information

**SUBJECT: Chaplain Program Update
Chief of Chaplain Services – Ch, Col Sharp**

INFORMATION BACKGROUND:

Ch, Col Sharp updated (Atch 13) the National Board on programs and activities within the CAP Chaplain Services. He reported that his group is working with National Headquarters to put the semi-annual chaplain's report on-line. Col Sharp also reported that CAP chaplains, during the period 1 July – 31 December 2004, participated in over 14,500 activities; spent 54,072 hours in service; traveled 536,391 miles; and personally spent \$179,500. Col Sharp stated that semi-annual reports are missing from RI, VT, DE, AL, IA, ND, and the Congressional Squadron.

AGENDA ITEM 12

Information

**SUBJECT: Parliamentary Briefing
Col Karton**

INFORMATION BACKGROUND:

Col Karton presented a briefing covering parliamentary rules and procedures for National Board members.

Highlights of the briefing are:

Rules of Order

Intended to:

- 1) Facilitate, not obstruct
- 2) Permit Majority Rule while ensuring the right of the minority to be heard

General Rules

- 1) No one may speak without being first recognized by the chair – not the person holding the floor.
- 2) Statements, questions, etc., are directed to the chair.
- 3) One person speaks at a time.
- 4) No person may speak more than once on an issue, except the chair, until all other persons have had an opportunity to speak once.
- 5) A person is out of order when he/she starts to make a speech without being recognized by the chair.
- 6) Remarks are out of order when they are insulting, profane, or otherwise offend decency.

Motions – In General

- 1) Most motions may not be made if another has the floor. Motions to raise a question of privilege, raise a question of parliamentary inquiry, appeal a decision of the chair and raise a point of order are the principal exceptions.
- 2) Motions must be offered by a member of the National Board with voting power and then seconded by another voting member of the National Board. If a motion does not receive a second, it fails.
- 3) A committee recommendation or request for action has no automatic status as a motion. It, like other motions, must be offered as a motion by a voting member of the National Board and must be seconded by another voting member of the National Board. Without a motion and a second, the recommendation or request simply dies or fails.

Questions of Privilege

- 1) Relates to rights and comfort of the assembly as a whole or of any member.
- 2) May be of sufficient urgency to interrupt another who has the floor (urgency decided by the chair)
- 3) Does not require a second – Is not debatable – Is not amendable.
- 4) Is granted or denied by the chair – there is no vote unless the decision of the chair is appealed.

Point of Order

- 1) Questions a decision by the chair.
- 2) Must be raised immediately after the alleged error (except in the case of a clear violation of the Constitution or By-Laws.
- 3) May interrupt another who has the floor.
- 4) Does not require a second – Is not debatable – Is not amendable.
- 5) Is “well taken” or “not well taken” by decision of the chair – there is no vote unless decision of the chair is appealed.

Point of Information (Point of Parliamentary Inquiry)

- 1) Must relate to pending business.
- 2) May interrupt another who has the floor (but, if abusive, may be ruled out of order).
- 3) Does not require a second – Is not debatable – Is not amendable.
- 4) Is answered by the chair.
- 5) Is not appealable.

Appeal Decision of the Chair

- 1) Any decision may be appealed.
- 2) May interrupt another who has the floor.
- 3) Is out of order if not made immediately after decision appealed.
- 4) Requires a second.
- 5) If debatable, it is subject to motions to table and to close debate.
- 6) Not debatable if motion pending is not debatable or if ruling relates only to decorum, violation of rules or order of business.
- 7) Is not amendable – may not be renewed.
- 8) Requires simple majority.

Motion on the Table

- 1) Applies to main question, appeals, votes on questions of privilege and reconsideration.
- 2) May not interrupt another who has the floor (movant must be recognized).

- 3) Requires a second.
- 4) Is not debatable – Is not amendable.
- 5) Requires a simple majority.

Motion to Call the Previous Question (Call the Question) (Close Debate)

- 1) Applies to any debatable motion.
- 2) May not interrupt another who has the floor (movant must be recognized).
- 3) Requires a second.
- 4) Is not debatable – Is not amendable.
- 5) Requires 2/3 majority.

Motion to limit debate (to end debate after a predetermined amount of time or at a predetermined time) is substantially the same as a motion to call the previous question except it may be amended and it is debatable.

Motion to Take from the Table

- 1) Applies only to motion which was tabled.
- 2) May be made any time after motion to which it relates was tabled.
- 3) May not interrupt another who has the floor (movant must be recognized).
- 4) Requires a second.
- 5) Is not debatable – Is not amendable.
- 6) Requires a simple majority

Administrative Announcements

1. A video that recently ran nationally on CNN as part of CNN's defending America series was shown to the board members. Col Rock Palermo, Personal Advisor to the National Commander, was featured in this segment. The National Commander commented that it was significant that CNN covered Civil Air Patrol performing a target intercept exercise for the Air Force, but more significantly, that CNN focused on the unselfish service of CAP's volunteer members.
2. Maj Gen Roger W. Burg, USAF, Director of Strategic Security in the Office of the Deputy Chief of Staff for Air and Space Operations, HQ USAF, a special guest speaker, covered the subject of "Integrity in Action" as a part of the National Commander's professional development program outlined in his Integrated Command Plan announced in August 2004. An eagle made from Alabama clay was presented to Gen Burg in appreciation for his appearance today and for support of CAP in the homeland security area.
3. Maj Gen Wheless announced that the Intergraph Corporation, Huntsville, AL, is the latest contributor to CAP'S Corporate Partner Program, in the amount of \$50,000.00 to help fund cadet activities. Mr. Tom Speer, Executive Manager of Intergraph, (also a mission pilot for Civil Air Patrol in the North Carolina Wing) was introduced and thanked for this contribution.
4. During the National Commander's Update, Gen Wheless outlined a 12-step Safety Program, and provided a revised Safety Pledge, which was recited by the board members. Copies of the safety program and pledge were distributed.
5. During the Executive Director's Update, a film clip on some possible future segments for showing on MSNBC, CNN, and other areas was shown to board members.
6. During the Senior Air Force Advisor Update, quick reference sheets on Federal Tort Claims Act (FTCA) and Federal Employees' Compensation Act (FECA) were distributed to board members.
7. Mr. Gary Woodsmall, HQ CAP/SE, presented a slide briefing on Safety.
8. Mr. R. Cameron Ballantyne, Media Relations Coordinator, American Red Cross of the National Capital Area, accepted a donation from the members of Civil Air Patrol in the amount of \$10,024.59 to support the victims of the recent tsunami, which struck the countries surrounding the Indian Ocean. Mr. Ballantyne expressed his appreciation for this donation and for CAP's assistance in helping the Red Cross respond to disasters.

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9. Maj Gen Wheless noted an article about CAP's ARCHER program in the 4 Mar 05 edition of the Philadelphia Inquirer entitled, "A New Eye in the Sky."
10. Maj Gen Wheless welcomed new members to the National Board and Brig Gen Pineda assisted in the presentation of National Board badges to the following named commanders:

Col Robert Diduch, Commander, New Jersey Wing (NER)
Col Kathryn J. Walling, Commander, Maryland Wing (MER)
Col Larry J. Ragland, Commander, North Carolina Wing (MER)
Col Richard L. Moseley, Commander, Virginia Wing (MER)
Col Joseph J. Martin, Commander, Florida Wing (SER)
Col Herman Liboy, Commander, Puerto Rico Wing (SER)
Col James E. Fletcher, Commander, Idaho Wing (RMR)
11. Maj Gen Wheless recognized the following departing members of the National Board:

Col Jay R. Burrell, Commander, Illinois Wing (GLR)
Col Warder L. Shires, Commander, Nebraska Wing (NCR)
Col Mary F. Donley, Commander, South Dakota Wing (NCR)
Col Virginia P. Keller, Commander, Oklahoma Wing (SWR)
12. Col Applebaum/PA expressed appreciation to the National Commander, National Vice Commander, and National Headquarters staff for their outstanding support and to all the Southeast Region members who were involved in searching for a cadet from Pennsylvania who committed suicide while attending a recent cadet activity in Orlando. He emphasized the need for unit commanders to ensure that cadets have someone they can talk to, especially ones who are not able to talk to their parents. The commanders, the moral leadership officers, or chaplains need to be available for the cadets.
13. Maj Gen Wheless read a DO note to the wing commanders: "All Civil Air Patrol check pilots and CFIs selected to attend the Cessna-provided glass cockpit training in Independence must be currently qualified in the Cessna 182 in accordance with CAPR 60-1 before they arrive in Kansas. The Cessna glass cockpit-training program is entirely focused on teaching our instructors how to operate the G-1000 system. The training schedule is extremely full and there is no time available to teach our instructors how to operate a Cessna 182 aircraft."
14. Maj Gen Wheless announced the death of Brig Gen Paul Gardner, USAF (Ret), a former Commander of CAP-USAF, on 14 February 2005.
15. Cadet Lt Col Angela Patellos, on behalf of the Civic Leadership Academy, made a presentation to Col Glasgow for his outstanding support of that activity and for all the hard work he does as chairman of the Cadet Programs Committee.

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16. COL VOGT/SR AF ADV introduced the HQ CAP-USAF/SE, XO, CV, and JA, as well as the eight CAP-USAF liaison region commanders. Col Vogt emphasized that board members call the NOC (National Operations Center). He also reminded them to call on the LR/CCs who are in the regions to help.

THE NATIONAL BOARD WAS IN EXECUTIVE SESSION, 0830 – 1000, SATURDAY, 5 MARCH 2005, for the purpose of allowing Col Palermo/Personal Advisor to the National Commander, Col Chavez/NLO, Col Leibowitz/GC, and Col Sciss XOS-HATO to brief the wing and region commanders regarding recent discussions with the FAA.

THE NATIONAL BOARD ADJOURNED AT 1440, SATURDAY, 5 MARCH 2005