

# **Civil Air Patrol National Board Agenda**



**29 February - 1 March 2008  
Washington DC**

# 29 February – 1 March 2008

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### OPEN SESSION

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**CIVIL AIR PATROL  
NATIONAL BOARD MEETING  
29 February – 1 March 2008  
Washington DC**

# OPEN SESSION

CALL TO ORDER ..... Brig Gen Amy S. Courter, CAP  
 INVOCATION ..... Ch, Col Charles E. Sharp, CAP  
 PLEDGE OF ALLEGIANCE ..... CMSgt Lou Walpus, CAP  
 ROLL CALL ..... Mr. Don R. Rowland, HQ CAP/EX

WELCOME & INTRODUCTIONS ..... Brig Gen Amy S. Courter, CAP  
 RECOGNITION OF SPECIAL BOARD MEMBERS.. Col Reggie L. Chitwood, CAP  
 NATIONAL COMMANDER REMARKS..... Brig Gen Amy S. Courter, CAP  
 EXECUTIVE DIRECTOR REMARKS ..... Mr. Don R. Rowland, HQ CAP/EX  
 CAP-USAF COMMANDER REMARKS..... Col Russell D. Hodgkins, Jr., USAF

## NATIONAL BOARD

(As of 1 February 2008)

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

### NATIONAL OFFICERS

*Brig Gen Amy S. Courter, CAP	Interim Nat'l Commander
*Brig Gen Amy S. Courter, CAP	Nat'l Vice Commander
**Col Russell D. Hodgkins, Jr., USAF	CAP-USAF Commander
*Col Reggie L. Chitwood, CAP	Nat'l Chief of Staff
*Col Fredric K. Weiss, CAP	Nat'l Finance Officer
*Col Andrew K. Worek, CAP	Nat'l Legal Officer
*Col Rodney F. Moody, CAP	Nat'l Controller
**Col James F. Linker, CAP	Nat'l Inspector General
**Ch, Col Charles E. Sharp, CAP	Chief Chap. Services

### MIDDLE EAST REGION

*Col Kathryn J. Walling, CAP	Region Commander
Col Eugene L. Egly, III, CAP	Delaware
Col Gerard W. Weiss, CAP	Maryland
Col Jane E. Davies, CAP	National Capital
Col Larry J. Ragland, CAP	North Carolina
Col Aurel E. Smith, CAP	South Carolina
Col Eric R. Litt, CAP	Virginia
Col Rodney A. Moore, CAP	West Virginia

### NORTHEAST REGION

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

### GREAT LAKES REGION

*Col Charles L. Carr, CAP	Region Commander
Col Maurice Givens, CAP	Illinois
Col Warren M. Reeves, CAP	Indiana
Col Henry L. Heaberlin, CAP	Kentucky
Col Michael A. Saile, CAP	Michigan
Col David M. Winters, CAP	Ohio
Col Donald J. Haffner, CAP	Wisconsin

**SOUTHEAST REGION**

*Col James M. Rushing, CAP	Region Commander
Col Michael A. Oakman, CAP	Alabama
Col Christian F. Moersch, III, CAP	Florida
Lt Col Michael A. Crowe, CAP (Interim)	Georgia
Col Tillman C. Carroll, CAP	Mississippi
Col Herman Liboy, CAP	Puerto Rico
Col George B. Melton, CAP	Tennessee

**ROCKY MOUNTAIN REGION**

*Col Russell E. Chazell, CAP	Region Commander
Col Edward D. Phelka, CAP	Colorado
Lt Col David A. Guzman, CAP (Interim)	Idaho
Col Paul A. Tweden, CAP	Montana
Col Robert M. Bost, CAP	Utah
Col Stanley A. Skrabut, CAP	Wyoming

**NORTH CENTRAL REGION**

*Col Sean P. Fagan, CAP	Region Commander
Col Ronald S. Scheitzach, CAP	Iowa
Col Bernard F. King, CAP	Kansas
Col Stephen G. Miller, CAP	Minnesota
Col John A. Mais, CAP	Missouri
Col Robert K. Todd, CAP	Nebraska
Col Karl R. Altenburg, CAP	North Dakota
Col Michael A. Beason, CAP	South Dakota

**PACIFIC REGION**

*Col Ernest C. Pearson, CAP	Region Commander
Col Carl L. Brown, CAP	Alaska
Col Kenneth W. Parris, CAP	California
Col Earl G. Greenia, CAP	Hawaii
Col Ralph L. Miller, CAP	Nevada
Col Theodore S. Kyle, CAP	Oregon
Col David E. Maxwell, CAP	Washington

**SOUTHWEST REGION**

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

\*Voting Members of National Executive Committee - 14

\*\* Non voting members of National Board - 3

**CORPORATE TEAM**

Mr. Don R. Rowland  
 Mr. Mark H. Richardson, III  
 Mr. Johnny Dean  
 Ms. Susan Easter  
 Mr. Marc Huchette  
 Mr. Larry Kauffman  
 Mr. Jim Mallett  
 Mr. Gordon Odell Jr.  
 Mr. John A. Salvador

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

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**AGENDA ITEM 1**

**PM**

**Action**

**SUBJECT: Approval of the August 2007 National Board Minutes  
CAP/CC – Gen Courter**

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**INFORMATION BACKGROUND:**

The minutes of the August 2007 National Board meeting were distributed in draft form. This allowed the National Board members a chance to review the minutes for any discrepancies.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the August 2007 National Board Meeting minutes.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

None.

**ADVISOR / NATIONAL STAFF COMMENTS:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 2**

**GC**

**Action**

**SUBJECT: CAP Line of Succession  
RMR/CC – Col Chazell**

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**INFORMATION BACKGROUND:**

The recent removal of the CAP National Commander by the CAP Board of Governors revealed a systemic dysfunction in the CAP Line of Succession that, in my opinion, needs to be corrected.

When the position of National Commander is vacated as a result of death, resignation, or removal, the National Vice Commander assumes the role of Interim National Commander in accordance with the Bylaws of Civil Air Patrol, Section 10.2(d). This Bylaw states that “In the event of the absence or incapacity of the National Commander, the National Vice Commander shall exercise any and all authority reserved to the National Commander until such time as a new National Commander is duly elected or until the National Commander is no longer absent or incapacitated.”

Further, the CAP Constitution, Article XIV, Section 1(a) states that “The National Commander shall serve a single, three-year term of office and shall not be eligible for reelection to that office. The term shall commence at the close of the general membership National Board meeting at which elected, and conclude at the close of the third general membership National Board meeting thereafter.”

The Constitution and Bylaws as currently written do not allow for election of the National Commander except at the General Membership National Board Meeting, which is that NB meeting held in August of each year.

This has created a situation wherein a National Vice Commander, serving as Interim National Commander, must function with a reduced command staff and the National Board must wait until the following August before holding an election to fill the vacancy created by the absence of the National Commander. It is possible that the position of National Commander could be vacant for almost a year before an election to fill that vacancy could be conducted.

In order to ensure effective and unambiguous line of succession in CAP in the event of command staff vacancies, **the Constitution and Bylaw of Civil Air Patrol should be changed as follows:**

**CAP Constitution**

Article XIV

[Changes in Italics]

Term of Office

1. The terms of office for corporate officers are as follows:

a. The National Commander shall serve a single, three-year term of office and shall not be eligible for reelection to that office. The term shall commence at the close of the National Board meeting at which elected, and conclude at the close of the third general membership National Board meeting thereafter. *In the event of death, resignation, or removal of the National Commander, the National Vice Commander shall immediately become the National Commander. An election for National Commander shall then commence at the next regularly scheduled National Board meeting, whether that meeting is in the winter or the summer. Only officers elected to the position of National Commander shall serve in the grade of Major General. Officers that become National Commander by virtue of succession shall serve in the grade of Brigadier General. Officers that serve as National Commander by virtue of succession shall be eligible to run for election to the office and, if elected, shall be eligible to serve a full term in the grade of Major General.*

b. The National Vice Commander shall serve an annual term of office commencing at the close of the National Board meeting at which elected, and terminating at the close of the next general membership National Board meeting. *In the event of death, resignation, or removal of the National Vice Commander, or in the event that the National Vice Commander becomes the National Commander by virtue of Section 1(a) above, the National Chief of Staff shall immediately become the National Vice Commander. An election for National Vice Commander shall then commence at the next regularly scheduled National Board meeting, whether that meeting is in the winter or the summer. Only officers elected to the position of National Vice Commander shall serve in the grade of Brigadier General. Officers that become National Vice Commander by virtue of succession shall serve in the grade of Colonel. Officers that serve as National Vice Commander by virtue of succession shall be eligible to run for election to the office and, if elected, shall be eligible to serve an annual term of office in the grade of Brigadier General.*

c. *The National Chief of Staff shall serve an annual term of office commencing at the close of the membership National Board meeting at which confirmed, and terminating at the close of the next general membership National Board meeting. If this office becomes vacant for any reason, including Section 1(b) above, said vacancy shall be filled as provided in Article XIII.*

d. *The National Legal Officer, the National Finance Officer, the National Controller and the National Chief of Chaplain Service shall serve an annual term of office commencing at the close of the membership National Board meeting at which confirmed, and terminating at the close of the next general membership National Board meeting. Vacancies in those offices shall be filled as provided in Article XIII above.*

e. The National Inspector General shall serve a three year term of office commencing at the close of the membership National Board meeting at which confirmed, and *concluding at the close of the third general membership National Board meeting thereafter.*

**CAP Bylaws**

**SECTION 10**  
**CORPORATE OFFICERS**  
[Changes in Italics]

10.2 National Vice Commander. The National Vice Commander shall:

d. In the event of the absence or incapacity of the National Commander, the National Vice Commander shall exercise any and all authority reserved to the National Commander until such time as a new National Commander is duly elected or until the National Commander is no longer absent or incapacitated. *In the event of death, resignation, or removal of the National Commander, the National Vice Commander shall immediately become the National Commander as defined by the Constitution of CAP.*

10.3 National Chief of Staff. The National Chief of Staff shall:

d. Act as assistant to the National Commander, performing such administrative and other duties as shall be directed by the National Commander; *may serve, at the Commander's discretion, as a member of the National Command Staff; and, in the line of succession, act as third-in-command of Civil Air Patrol.*

e. In the event of the absence or incapacity of the National Commander and the National Vice Commander, serve as the National Commander until such time as the National Commander or the National Vice Commander is no longer absent or incapacitated. *In the event of the absence of the National Vice Commander, serve as the National Vice Commander until such time as the National Vice Commander is no longer absent or incapacitated. In the event of death, resignation, or removal of the National Vice Commander, the National Chief of Staff shall immediately become the National Vice Commander as defined by the Constitution of CAP.*

**PROPOSED NB ACTION:**

**That the National Board approve** changes to the Constitution and Bylaws of Civil Air Patrol as discussed above for presentation, after review by the Constitution & Bylaws Committee, to the Board of Governors at their June 2008 meeting for final approval.

**ESTIMATED FUNDING IMPACT:**

None.

**February/March 2008 National Board Agenda**

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**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The Constitution and Bylaws Committee is working this issue.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

Constitution and Bylaws of Civil Air Patrol.

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 3**

**MD**

**Action**

**SUBJECT: National Incident Management System (NIMS)  
CAP/CS - Col Chitwood**

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**INFORMATION BACKGROUND:**

In recent years CAP has made great strides to make itself the emergency services and operations resource of choice. The Department of Homeland Security (DHS) requires personnel from federal, state, and local agencies responding to emergencies to be compliant with the National Incident Management System (NIMS) and has tied DHS grant funding and other initiatives to agencies being NIMS compliant. To be NIMS compliant, responders are expected to complete certain training for their skill level, and the training must be provided by personnel with special qualifications. NIMS Training is required to be completed by the end of FY08. The attached DHS documents, *NIMS Training Guidelines & Training Guidelines: Incident Command System Instructors* provides details on these requirements. Staff officers and leaders at all levels have reported that their units, wings, or regions either already are or will soon be NIMS compliant. The national headquarters staff wants to make sure that the entire national board is aware of these changes and approves of them. CAPR 60-3 has been posted for comments and these NIMS requirements have been included. Attached is the draft implementation proposal for CAPR 60-3. It summarizes the instructor requirements and which courses will be required for each emergency services specialty.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve incorporating NIMS compliance into CAP emergency services operations and CAPR 60-3 as outlined, and support CAP becoming NIMS compliant by 30 September 2008.

**ESTIMATED FUNDING IMPACT:**

Little to no funding impact. Most courses are available online at no cost to the member, and classroom only courses, ICS 300 and 400, can normally be provided to members by qualified CAP instructors or are available locally at minimal cost from state emergency management agencies. The staff of the National Emergency Services Academy has also offered to support training if local resources are not available.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Recommend approval.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**February/March 2008 National Board Agenda**

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**REGULATIONS AND FORMS AFFECTED:**

CAPR 60-3, *CAP Emergency Services Training and Operational Missions*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 4**

**MD**

**Action**

**SUBJECT: New Communications Curriculum  
CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

For the past two years a working group of communications and emergency services volunteers has been working on a new, integrated communications curriculum plan. NHQ/DO and CAP/DC asked the group to create a recommendation that would integrate all of the communications training for various needs in CAP into one curriculum plan which could be integrated within the current ES task based training.

The work group, chaired by Lt Col (Dr.) Mike Marek, conducted an exhaustive training needs evaluation, target audience profile, and task analysis. They identified 20 discreet jobs or functions in CAP which require some level of communications training and 35 independent blocks or modules of instruction needed by these various groups. From this a matrix was created and four distinct training paths evolved. They are 1) aircrew training, 2) ground team training, 3) mission management training, and 4) administrative management training. Additionally, a small number of specialized technical or endorsement training courses are needed. These four training paths were cross referenced to the required training modules for each path to develop a clear and concise checklist of training each group would need.

This curriculum plan will integrate within existing Emergency Services and Professional Development training and will make maximum use of modern Distance Learning technologies. It will provide much more “targeted” training to each individual member based on the job functions he or she fills within the organization, without wasting their time with unneeded training. The result will be better and more thorough training our members need provided in an efficient manner using modern educational methods.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the proposed communications curriculum plan.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Concur. This curriculum plan has the potential to significantly improve the communications training we provide to our members by using modern distance learning technologies. This will follow the intent of the integrated ES training plan and also help lead the way into distance learning technologies for many other areas of CAP training.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

The Professional Development Advisor supports the New Communications Curriculum proposal. This will effect training in general and specialty tracks. Therefore it is recommended that the Communications Group work with NHQ/PD and the PDA to integrate the program in to the Professional Development program.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 100-1, *Communications*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 5**

**ED**

**Action**

**SUBJECT: Require professional development training or some time in grade for all promotions  
MI WG/CC - Col Saile**

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**INFORMATION BACKGROUND:**

Members who can be promoted under Mission Related Skills, Officers of other services under Special Appointments, and Professional Appointments currently are not required to attend any CAP Professional Development Courses once Level I is completed for initial appointment. For subsequent promotion to higher grades, professional development training is currently waived in lieu of higher professional education and experience, except for promotions of Legal Officers and Chaplains to the grade of Lt Col; Legal Officers must attend NLOC and Chaplains must attend CRSC.

Many times, these individuals miss out on networking opportunities and inclusion in the CAP culture because of this lack of a requirement. For example, it was stated by our National Safety Officer in 2006 that CAP pilots who have only completed Level I have the highest incidence of F78 actions in CAP aircraft, as compared to CAP pilots who completed any of the other levels. Former members of the armed forces are often thrust from a culture governed by the UCMJ to one leading civilian volunteers without adequate preparation in the ways of the CAP Corporation.

It is recognized that Promoting Authorities can currently exercise discretion in making these promotions without these requirements, but it is more usual for inexperienced or desperate unit commanders to want to promote on the promise of performance rather than the actual performance of these members. This requirement would assist inexperienced commanders in gaining and keeping officers that have a greater investment in the CAP culture and a CAP officer corps more in tune with the CAP Corporation.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board require all members to be eligible for initial and subsequent promotion IN ANY OTHER CATEGORY THAN DUTY PERFORMANCE, complete the required CAP Professional Development training courses required for Duty Performance promotion to the same grade without reference to time-in-grade (not waived) OR complete half the time in grade in an active role the same Duty Performance promotion requires.

Further, that completion of the Unit Commanders Course be a prerequisite for Unit Commander promotion to Captain and Group Commander promotion to Major under Special Appointment promotions.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Promotion criteria and policies are vested in the governing body of CAP and implemented by the commanders. The NHQ staff will incorporate administrative procedures into pertinent regulations to accommodate any changes in promotion policy.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-5, *CAP Officer and NCO Appointments and Promotions*  
CAPR 50-17, *CAP Senior Member Professional Development Program*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 6**

**ED**

**Action**

**SUBJECT:**

**Inclusion of Additional Courses for Staff or Director Credit for Level IV and Level V of the CAP Senior Member Professional Development Program  
MI WG/CC - Col Saile**

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**INFORMATION BACKGROUND:**

A member currently receives credit toward completion of Level IV for serving on staff at an SLS, CLC and UCC. A member currently receives credit toward completion of Level V for serving as a Director of an SLS, CLC or UCC. Members who serve on staff or direct a Training Leaders of Cadets Course currently do not receive such credit. There may be other Professional Development in-residence courses developed in the future with a minimum requirement of 12 hours of instruction that might also provide a member with the same level of work required of the staff or a director.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve that any Professional Development Course standardized by CAP National Headquarters with a minimum requirement of at least 12 hours of face to face instruction qualify for staff or director service for completion of Level IV or Level V, respectively.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

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

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 7**

**FM**

**Action**

**SUBJECT: Change CAPR 173-2 / Receipt Documentation  
MD WG/CC - Col Weiss**

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**INFORMATION BACKGROUND:**

CAPR 173-2, para 11 provides only the following wording about receipts. It states: "All usage must be documented with receipts." The Department of Defense realizes that people sometimes lose receipts and therefore the language in the DoD Joint Travel Regulation (JTR), which governs the Air Force states in Part E, C1310 B, "Lost Receipts - If receipts are impractical to obtain or have been inadvertently lost or destroyed, a statement explaining the circumstances must be furnished."

The problem with CAPR 173-2 as written is that if someone loses a receipt or fails to get a receipt it is impossible to achieve a 100% compliance on a financial audit. DoD on the other hand realizes that people do lose things and have created a method to validate such expenses.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve amending the language of CAPR 173-2 to follow DoD Joint Travel Regulations and allow a member who cannot provide a receipt to provide a statement. The statement includes an explanation for the inability to provide a receipt and the amount. The statement is signed (e-signature is permissible) by the CAP member.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The CAP Executive Director opposes the suggested changes to CAP's policy on receipt documentation. In consultation with CAP's external auditor, any such change jeopardizes CAP's internal controls and goal of obtaining an unqualified audit opinion. Auditors' memo is attached.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

CAPR 173-2, *Financial Procedures for CAP Regions and Wings*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 8**

**MD**

**Action**

**SUBJECT: Recognition of CAP Mission Pilot Hours  
MI WG/CC - Col Saile**

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**INFORMATION BACKGROUND:**

CAP currently recognizes total hours PIC in any type of powered aircraft in any type of flight condition or profile by the award of CAP Pilot, Senior Pilot, and Command Pilot Wings, without regard to how much of that time was logged specifically at the controls of a CAP aircraft. A professional airline pilot with over 2,000 hours and five years as a CAP F5 pilot qualifies for the CAP Command Pilot Rating, but a CAP Mission Pilot with only 800 hours of PIC time, all in CAP aircraft in various CAP mission assignments, still only qualifies for a CAP Pilot rating. I believe we do our mission pilots a disservice by not recognizing their mission skills and qualifications in an equal manner, especially if that is the majority of the hours they have logged.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board change CAPR 35-6 to reflect the following:

**CAP Senior Pilot Rating:**

- 1) Meet CAP pilot rating requirements.
- 2) Have a minimum of 1,000 hours pilot time logged in accordance with Federal Aviation Regulations (FARs) or 500 hours CAP PIC time on authorized CAP flight activities.

**CAP Command Pilot Rating:**

- 1) Meet CAP senior pilot requirements.
- 2) Have a minimum of 2,000 hours pilot time logged in accordance with FARs or 1,000 hours CAP PIC time on authorized CAP flight activities.

Only one pilot rating insignia authorized by CAPR 35-6 may be worn on the uniform at any time.

**ESTIMATED FUNDING IMPACT:**

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Recommend approval.

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**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

*CAPR 35-6, Aeronautical Ratings, Emergency Services Patch and Badges, and Ground Team Badges*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 9**

**ED/MD**

**Action**

**SUBJECT: Amending CAPR 265-1  
NH WG/CC – Col Davidson**

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**INFORMATION BACKGROUND:**

Over the years, a number of Wings and Regions have received “Findings” during their Compliance Inspection related to having a Wing or Region Chaplain on staff who has exceeded the allowable 6 year term as prescribed by current language. Although Inspection Team members concur that the reason(s) for exceeding the term may be sound, they are required by procedures to initiate a non-compliance finding because the regulation does not provide for more than a 6 year term.

The requested change to the current regulation will remove a non-compliance finding should a Wing (Region) be unable to recruit a qualified Chaplain to take on the responsibility of the office by the end of the 6 year term.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board add sentence(s) to CAPR 265-1 at the end of the sub-paragraph “e” (Region) and sub-paragraph “f” (Wing), in Section C, Paragraph 14, as follows:

“The Region (Wing) Commander will have the authority to extend the Region (Wing) Chaplain for 3 additional years with the concurrence of the National Chief of Chaplains at the end of the regular term”.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

A 3 year extension option is definitely needed but it would be better to add one more sentence to make it clear the region/wing should be looking for a replacement so the problem does not happen again.

**Suggested Alternative Motion:**

That the National Board add sentence(s) to CAPR 265-1 at the end of the sub-paragraph “e” (Region) and sub-paragraph “f” (Wing), in Section C, Paragraph 14, as follows:

“The Region (Wing) Commander will have the authority to extend the Region (Wing) Chaplain for 3 additional years with the concurrence of the National Chief of Chaplains at the end of the regular term. The Region (Wing) Commander should be actively recruiting a replacement during the 3 year extension so the same problem doesn't occur.”

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**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

CAPR 265-1: Section C, Paragraph 14, sub: e (Region), sub: f (Wing)

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 10**

**ED**

**Action**

**SUBJECT: Online Professional Development Award Processing  
WY WG/CC – Col Skrabut**

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**INFORMATION BACKGROUND:**

CAPR 50-17, CAP Senior Member Professional Development Program, requires that professional development level awards be processed using a CAP Form 24. Most of the information that is being used to complete the Form 24 is already being tracked in e-services.

Presently, promotions and emergency service qualifications are validated and approved through e-services. It is a natural extension to also make professional development level awards available for validation and approval through e-services. Making this capability available in e-services will reduce the workload on the national staff who must record Form 24 information and wing members who must generate the Form 24.

Additional fields will have to be added to e-services much like those used for emergency services to record information that is not presently tracked, e.g. attendance at conferences, serving as a staff member for SLS, CLC, etc.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board allow Commanders to prepare and approve professional development completion requirements through e-Services.

**ESTIMATED FUNDING IMPACT:**

Moderate changes to the current e-Services system will have to be made but can be done within the current funding constraints.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur. The ability to process Professional Development Awards through an online system is currently on the IT priority list. An initial review of business rules and types of data requiring tracking has been conducted. The cadet awards/promotions are about to go online and the Professional Development Awards will be worked next.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

CAPR 50-17, CAP Senior Member Professional Development Program

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 11**

**ED**

**Action**

**SUBJECT: Member Achievement Award  
MD WG/CC - Col Weiss**

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**INFORMATION BACKGROUND:**

During recent discussions at a Unit Commander's Course, the concept of an award that is lower than a Commendation Award was discussed. Some attendees with prior military service noted that the armed services created an Achievement Medal which ranks below their Commendation Medals to fill this void. This award is intended to be approved at a level below the Wing Commander. For those Wings with Groups the Group Commander would be appropriate. For those without Groups the Wing Commander would designate signature authority (i.e. PD Officer for Officers and CP Officer for Cadets). The intent is for local commanders to propose an award for those members who consistently show outstanding achievement. A member even went so far as to create an example (Attached below).

The United States Air Force awards those members who show outstanding performance with an Achievement Medal. This medal is given when the circumstances of the performance are above and beyond those of the member's peers, but are not sufficient enough to warrant a Commendation Medal which is awarded for higher service.

The intent of this award is to empower Wings and Group commanders with the ability to recommend and present achievement awards locally.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the creation of a new member award, the Achievement Award, to recognize members who demonstrate outstanding performance. This award is to be approved at the Group level or in the absence of the Group structure by a Wing designated signature authority.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**February/March 2008 National Board Agenda**

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**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*  
CAPM 39-1, *CAP Uniform Manual*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 12**

**ED**

**Action**

**SUBJECT: Aerospace Education Reporting  
WY WG/CC – Col Skrabut**

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**INFORMATION BACKGROUND:**

CAPR 280-2, Civil Air Patrol Aerospace Education Mission, required that each wing submit an annual AE Wing Activity Report. Part of the reporting requires includes information about Aerospace Education Members within the wing as well as units and schools participating the Aerospace Education Excellence program. In order to accurately report this information, the wing must contact the National Aerospace Education staff who collects and tracks this information.

Placing this information in an e-Service report will reduce the workload on the National staff and wing members who must generate the required report. Additionally, by knowing who is participating in each of these programs, the wing can better serve the customers of the external and internal AE programs.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve that Aerospace Education Members and Aerospace Education Excellence program participant reports be made available through e-Services.

**ESTIMATED FUNDING IMPACT:**

Moderate changes to the current membership system will have to be made but can be done within the current funding constraints.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur. Placing the information on eservices gives the wings ready access to the information they need to complete the AE Activity Report. We also agree that this will help the wings accomplish their internal and external AE missions.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

*CAPR 280-2, Civil Air Patrol Aerospace Education Mission*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 13**

**MD/ED**

**Action**

**SUBJECT: Colonel Edwin W. Lewis, Jr.  
Incident Staff Member of the Year Award  
PCR/CC – Col Pearson**

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**INFORMATION BACKGROUND:**

There have been several significant missions in recent years that have called attention to the need for well-trained incident staff members at all levels. In many cases commanders have indicated in their after action reports that they have a difficult time recruiting these staff members since there is little recognition for personnel performing these critical jobs. In order to encourage additional incident staff involvement and development, we propose that the national board approve an annual award to recognize the incident staff member of the year with the intent to recognize any incident staff member at any level from mission staff assistants through incident commanders. Colonel Ed Lewis was a strong advocate for professional training of operations staff members, and therefore it is definitely appropriate to name this award after him.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve establishing the “Colonel Edwin W. Lewis, Jr. Incident Staff Member of the Year” award for presentation at the CAP Annual Recognition Ceremony and encourage wings and regions to establish similar awards.

**ESTIMATED FUNDING IMPACT:**

Limited funding will be needed for the cost of the award and recipient expenses.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Recommend approval.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

The Senior Advisor/Operations, Col Skiba, and the Senior Advisor/Support, Col Guimond, strongly endorse this agenda item and will staff the selection criteria.

**REGULATIONS AND FORMS AFFECTED:**

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

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 14**

**MD/ED**

**Action**

**SUBJECT: Colonel Dion E. DeCamp Ground Team of the Year Award  
PCR/CC – Col Pearson**

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**INFORMATION BACKGROUND:**

In recent years CAP has conducted significantly more ground team missions, specifically getting involved in more missing person searches and other ground SAR missions. Ironically, almost half of Civil Air Patrol's emergency services missions in the last several years did not involve flying operations. An award has already been established by the 1<sup>st</sup> Air Force Commander to recognize aircrews, and a proposal has been submitted to develop an award for the incident staff named after Colonel Ed Lewis. This award would complete recognition for all mission personnel. There is currently little recognition for personnel performing these critical jobs. In order to encourage greater recognition and public awareness of these operations, we propose that the national board approve an annual award to recognize the ground team of the year with the intent to recognize significant efforts of ground teams of any type (ground teams, urban direction finding teams, or other types of ground teams that may be added in the future). Colonel Dion Decamp was a strong advocate for development of ground team personnel and therefore it is definitely appropriate to name this award after him.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve establishing the "Colonel Dion E. DeCamp Ground Team of the Year" award for presentation at the CAP Annual Recognition Ceremony and encourage wings and regions to establish similar awards.

**ESTIMATED FUNDING IMPACT:**

Limited funding will be needed for the cost of the award and recipient expenses.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Recommend approval.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

The Senior Advisor/Operations, Col Skiba, and the Senior Advisor/Support, Col Guimond, strongly endorse this agenda item and will staff the selection criteria.

**REGULATIONS AND FORMS AFFECTED:**

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

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 15**

**MX**

**Action**

**SUBJECT: Extension of CAPF 75 Revalidation Period  
ME WG/CC – Col Hayden**

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**INFORMATION BACKGROUND:**

CAPR 77-1 para 3 (g) states: “The issuing authority will revalidate the CAPF 75 by reviewing the member’s civilian driving record at the time the member renews his/her state driver’s license, or every 5 years, whichever occurs first.” In the State of Maine and several other states, the state driver’s license renewal period is 6 years. This causes an imbalance in the renewal cycle requiring a short 1 year revalidation after the maximum 5 year period and so on. This has resulted in a massive bookkeeping nightmare for the LGT’s and the members carrying CAPF 75’s.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the extension of the **maximum** renewal period for CAPF 75 (Motor Vehicle Operator Identification Card) from 5 years to 6 years.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

Concur. CAPF 75 is an administrative tool for wing commanders and LGTs. Since the cycle for drivers license renewal varies from state to state and may extend to eight or ten years in some cases, extension of the review requirement to 6 years is not unreasonable. If approved, CAP MXT will include the change in the upcoming change to CAPR 77-1.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

CAPR 77-1, *Operation and Maintenance of CAP Vehicles*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 16**

**IG**

**Action**

**SUBJECT: Addition to CAPR 123-3  
MD WG/CC - Col Weiss**

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**INFORMATION BACKGROUND:**

New Wing Commanders assume command with many expectations to move their Wing forward. It would be of great assistance if the National IG Office would alert new Wing Commanders of any open findings from a previous Compliance Inspection.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the insertion to CAPR123-3, Para 2 as follows:

d. While it remains the responsibility of commanders, the National IG will provide incoming Region and Wing Commanders with a list of any open findings for their unit(s) from any previous Compliance Inspections. This will be provided within one month of assuming command.

**ESTIMATED FUNDING IMPACT:**

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Non Concur. The proposal unduly places the ownership on the IG when it should lie with the new commander as she/he takes command as part of taking on command responsibilities.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

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

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 17**

**PM**

**Action**

**SUBJECT: Prospective Members  
WY WG/CC – Col Skrabut**

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**INFORMATION BACKGROUND:**

On a regular basis, at least once per month, the national staff emails a prospect report to wing commanders and others on their distribution list. Off of the Civil Air Patrol New Membership Information Request Form (<https://creports.capnhq.gov/prospnbr/prospnbrinfo.asp>), prospective members complete a form and the information is sent to national headquarters for collection. The information is then presented in a spreadsheet and distributed.

Making this information available in e-services will reduce the workload on the national staff who must collect and distribute the report as well as make it more efficient for wing staff to work on the information on a regular basis.

The current collection method will have to be included within e-services.

**PROPOSED NB ACTION:**

That the National Board approve the ability for wing commanders and recruiting officers to download lists of prospective members through e-services.

**ESTIMATED FUNDING IMPACT:**

Moderate changes to the current e-Services system will have to be made but can be done within the current funding constraints.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur with proposal.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**REGULATIONS AND FORMS AFFECTED:**

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

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 18**

**ED - Uniform**

**Action**

**SUBJECT: Change BDU and Field Jacket Tape  
CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

At the 2007 Winter National Board meeting, the NB approved the change of the “Civil Air Patrol” tape on the BDU and field jacket to “U.S. Civil Air Patrol”. This change has caused problems with cadets of smaller stature, and would seem to be redundant, as CAP is not generally involved in international operations. It is also somewhat confusing as the official name of the organization is defined as “Civil Air Patrol” in Article II of the CAP Constitution.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board directs the removal of the “U.S. Civil Air Patrol” tape from the BDU and field jacket, and replacement with the “Civil Air Patrol” tape and establish a 28 February 2010 phase out date for these items.

**ESTIMATED FUNDING IMPACT:**

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

None.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**Recommend Approval.** At its November meeting, the NEC approved a proposal to remove the “U.S” from all items. This included the BDU tape as well as the name tags worn on the new Corporate Uniform. The items containing the “U.S.” will no longer be sold, effective immediately; however, this phase out date will provide members sufficient time to wear items recently purchased and transition to the “Civil Air Patrol” version.

**REGULATIONS AND FORMS AFFECTED:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 19**

**ED – Uniform**

**Action**

**SUBJECT: Boonie Hats  
CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

Exposure to ultraviolet radiation has many known consequences to the human body. Exposure to UV radiation, in addition to causing sunburn with immediate discomfort, also causes increased risk of future skin cancers, including deadly melanoma.

Baseball-type hats protect the top of the head to various degrees, depending on whether composed of mesh or solid construction. The visor may give some protection to the forehead and face. However, it provides no protection to the ears or back of the neck. It is common to develop cancerous lesions on the tops of the ears from years of sun exposure.

The wide-brimmed hat, known commonly as the “boonie hat” does provide protection for the ears and back of the neck as well as top of the head and forehead. This type of hat is what is most recommended by medical experts for UV radiation protection. This is also the type of hat used by the military in many current field deployments in high UV exposure environments such as the desert.

CAP members often engage in duties requiring them to be outdoors for long periods of time. Flight line personnel often do not have readily available shade for UV protection.

Past proposals to authorize the Boonie hat in traditional cammo pattern were not approved as this hat is considered to be a unique “in theater” combat uniform item. However, Air Force uniforms have changed and subsequent discussions with AF staff indicate that a solid color boonie hat may be an acceptable alternative.

Boonie hat options in blue (similar in color to other CAP uniform items) would be good protective headgear for members engaged in prolonged outdoor activities. It would also provide for high visibility. With its chin strap restraint, and the possible addition of a “keeper” safety clip for attaching to the back collar, it could also be a safe head gear for use on the flight line. Not only is the boonie hat a needed safety and protection item, it is also a uniform item that has been highly requested by members for several years.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the optional (but highly encouraged) wear of the “Boonie” hat in woodland cammo or blue color to match the field utility uniforms for use in extended outdoor operations when specifically authorized by the activity director.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**Recommend Approval** of the Woodland Cammo or Navy Blue "Boonie" hat with the BDU or CAP distinctive field uniforms for extended outdoor or "field" operations only when specifically authorized by the activity director or commander concerned. Dark or Navy Blue is recommended as it matches the CAP distinctive field uniforms. The authority to wear the boonie hat with the BDU uniform will need Air Force approval and authorization to wear any "boonie" hat with the BDU will only be when and if the Air Force approves.

**REGULATIONS AND FORMS AFFECTED:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 20**

**ED - Uniform**

**Action**

**SUBJECT: Corporate Uniform shirt option  
IN WG/CC – Col Reeves**

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**INFORMATION BACKGROUND:**

The current corporate uniform golf shirt is a widely used, distinctive item of clothing. An optional, “**long sleeve polo shirt**” for wear during cooler weather or in cooler climates would give members a more presentable alternative for a warmer garment than adding a randomly selected, long sleeve shirt to be worn underneath the short sleeve golf shirt as is often currently observed. Other than the option of long sleeves and knitted-cuff, no changes in the color, collar, four-button neck closure, left chest pocket, and member-selected embroidery options of the popular, cotton-polyester knit golf shirt are indicated.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board authorize, as an additional corporate uniform item, an optional, long sleeve, knitted-cuff, cotton-polyester knit “Polo shirt” version of the popular, blue, golf shirt.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

None.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**Recommend Approval.** A long sleeve version of the dark blue embroidered polo shirt does have merit and, if approved, will be coordinated with our vendor for design.

**REGULATIONS AND FORMS AFFECTED:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 21**

**ED - Uniform**

**Action**

**SUBJECT: Corporate Service Coat  
CAP/CS – Col Chitwood**

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**INFORMATION BACKGROUND:**

The National Board approved a new corporate uniform that looks extremely similar to the current USAF “dress blues” uniform, and includes metal grade insignia and silver sleeve “Commissioning” braid. Members in this uniform might easily be mistaken for USAF officers. Out of respect for the substantial differences between CAP and USAF officers, and to minimize the chances of CAP officers being mistaken for very senior military officers, and in order to foster consistency (“uniformity”) in appearance with our own Air Force-style and other corporate uniforms, the NB should alter the commissioning braid worn on the sleeve.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board directs the removal of the silver sleeve braid from the corporate uniform service coat, and authorizes the wear of the blue sleeve braid that is currently in use for the Air Force-style uniform with a recommended 1 August 2008 phase out date for the silver sleeve braid.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS’ COMMENTS:**

None.

**CAP-USAF HEADQUARTERS’ COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

Recommend Approval.

**REGULATIONS AND FORMS AFFECTED:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 22**

**ED - Uniform**

**Action**

**SUBJECT: Change to Uniform Manual  
MD WG/CC - Col Weiss**

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**INFORMATION BACKGROUND:**

The current guidance in CAPM 39-1, Para 6-3 includes a NOTE the placement of ribbons, badges, and devices for senior members stating that in "All ribbons, badges, and devices worn by senior members must fall below the notch of the collar on the service coat or the bottom of the collar of all shirts/blouses worn as outer garments" Some CAP officers are vertically challenged (to use the current politically correct term). Therefore, the uniform surface they have to work with from the top of the pocket to the shoulder seam and from the lapel to edge of the side of their service coat is limited. Working on the premise that all officers should be able to wear what they have earned, it is requested that the National Board revisit this and change the language to coincide with the Air Force uniform guidance in AFI36-2903 which does not restrict exceeding the notch of the pocket and simply states the spacing between ribbons and badges.

The guidance already established in CAPM 39-1, Table 6-2, Item 5 and 6 provides the guidance for placement of Aviation Badges and Specialty Insignia which coincides with AFI26-2903.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board strike from CAPM 39-1, Para 6-3 the following:

*NOTE: All ribbons, badges, and devices worn by senior members must fall below the notch of the collar on the service coat or the bottom of the collar of all shirts/blouses worn as outer garments".*

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Concur.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**Recommend Approval.** This would require Air Force approval, so change would only be made when and if Air Force approved this proposal.

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Historically, this was the result of an Air Force Functional Management Inspection in 1989 and Civil Air Patrol was asked to make some changes to their uniform. In 1990, Civil Air Patrol established the notch in the collar of the service coat and the bottom tip of the collar when buttoned as a limit for items on the left breast to ensure a professional, military image.

### **REGULATIONS AND FORMS AFFECTED:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*

### **NATIONAL BOARD ACTION**

**AGENDA ITEM - 23**

**ED-Uniform**

**Action**

**SUBJECT: Change Command Patch  
CAP/CS-Col Chitwood**

**INFORMATION BACKGROUND:**

The revised command patch that was approved in November 2006 removed the words in the banner U.S. Air Force Auxiliary and re-placed it with "Civil Air Patrol". The letters "CAP" were replaced with "US". The November 2007 NEC approved the general motion to remove the "US" from uniform items, but was not specific in the mention of the command patch. The recent (25 January 2008) uniform change letter gives reference to this board to clarify the confusion.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board direct the replacement of the revised command patch having the "US" lettering and "Civil Air Patrol" banner with a command patch having the "Civil Air Patrol" banner without the "US" lettering. The National Board establishes a phase out date for those having the "US" command patch of 28 February 2010. When on a vehicle or aircraft, the phase out date will be established as 28 February 2013.



**ESTIMATED FUNDING IMPACT:**

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**Recommend approval.**

**REGULATIONS AND FORMS AFFECTED:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*

**NATIONAL BOARD ACTION**

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**AGENDA ITEM - 24**

**ED-Uniform**

**Action**

**SUBJECT: Wear of Senior Member NCO Grades on the New Corporate Uniform  
CAP/CS-Col Chitwood**

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**INFORMATION BACKGROUND:**

A year ago the National Board authorized a new corporate uniform consisting of a white aviator shirt, blue AF-style pants/skirt, a black windbreaker jacket and a double breasted service coat. These combinations have been very popular in the field; however, we neglected to establish a wear policy for those senior members who have elected to retain their NCO grades.

**PROPOSED NATIONAL BOARD ACTION:**

The National Board approve a proposal to authorize the wear of the 4 inch Air Force chevrons on the sleeve of the Corporate Service Coat and black windbreaker. The 3 ½ inch chevrons would be worn on the sleeve of the white aviator shirt. Females have the option of wearing the 3 ½ inch or 4 inch chevrons on the outer garments.

**ESTIMATED FUNDING IMPACT:**

Cost would be incurred by the individual member as with any uniform item.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**CAP-USAF HEADQUARTERS' COMMENTS:**

**ADVISOR / NATIONAL STAFF COMMENTS:**

**Recommend approval.**

**REGULATIONS AND FORMS AFFECTED:**

CAPM 39-1, *Civil Air Patrol Uniform Manual*

**NATIONAL BOARD ACTION**

February/March 2008 National Board Agenda

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**AGENDA ITEM - 25**

**PM**

**Action**

**SUBJECT: Senior Advisor Reports  
CAP/CS – Col Chitwood**

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1. Senior Advisor/Operations Col Skiba
  
2. Senior Advisor/Support Col Guimond
  
3. Glider Committee Report Col Guimond

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**AGENDA ITEM - 26**

**Action**

**SUBJECT: Old Business**

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**1. Agenda Item 3; Nov 07 NEC - Region and Wing “XXX-XX-000” Squadrons**

**Report to be presented by Col Skip Guimond on behalf of Col Tom Todd.**

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to request the NHQ staff develop and publish amendments to CAPR 35-1 and CAPR 39-2 stating that members assigned to Wing or Region “000” units are inactive members and may only participate in activities currently authorized for Patron Members.

That the National Executive Committee vote to request the NHQ staff to develop a system to restrict e-services access for members of Wing or Region “000” squadrons. Members of Wing or Region “000” squadrons should have access only to public, non-sensitive CAP computer systems.

That the National Executive Committee vote to request NHQ staff to modify e-services so that all Patron Members are assigned to Region or Wing “000” squadrons, to simplify the restriction of e-services access of inactive and Patron Members to public information only.

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL CARR/GLR seconded that the NEC vote to postpone this issue as described and send to National Headquarters staff and appropriate committee to work these issues with a report at the winter 2008 National Board meeting.**

**MOTION TO POSTPONE CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to committee, with direction to clearly define the term “inactive,” and inclusion in the winter 2008 National Board agenda.

**2. Agenda Item 12; Nov 07 NEC – Cadet on National Board – Col Andy Worek**

**PROPOSED NEC ACTION:**

That the National Executive Committee vote to request the Constitution and Bylaws committee to prepare a Constitution and Bylaws amendment to appoint a Cadet representative, to be selected by the NCAC, as a non-voting member of the National Board. The proposed amendment should be considered at the 2008 Winter National Board, and (if approved) passed on to the Board of Governors for action.

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL CHAZELL/RMR seconded the PROPOSED NEC ACTION**

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to Constitution and Bylaws Committee and inclusion in the winter 2008 National Board agenda and, if appropriate, the June 2008 Board of Governors agenda. The following guidance was provided for committee consideration: (a) The NCAC chair should be at least 18 years of age; (b) Consider looking at alternative of making the NCAC a standing committee of CAP and the chairman of the committee would have access to the board without membership; (c) Consider, if a non-voting member, that during Executive Session this non-voting member would be excluded (there was explanation that the NCAC understands and concurs); (d) There was clarification that the motion intends only National Board—not NEC; (e) Consider actions requiring cadet input and/or attendance to be consolidated at one time during the meeting to best utilize their time.

**3. Agenda Item 16; Nov 07 NEC – Old Business – Col Fred Weiss**

**Regulation & Control of CAP Participation in “Booster Clubs”: Agenda Item 6 May 2007 NEC.**

Interim report due to National Board from ad hoc committee on how to deal with unit participation in Booster Club activities.

**Aug 07 NB Action:**

COL WEISS/NFO briefed the ad hoc committee report. So far, the committee has been formed and is chaired by Col Weiss. The other members are: Col Worek/NLO, Col Chazell/RMR, Lt Col Mark Lee, Lt Col Tim Verrett, and from National Headquarters, Ms. Easter/FM and Mr. Odell/GC.

FOLLOW-ON ACTION: Committee report at the Nov 07 NEC meeting. Inclusion in the Nov 07 NEC agenda.

**NEC ACTION:**

*COL WEISS, Chair of the Ad Hoc Committee, reported that the committee had met and the items that are currently being looked at are ensuring that “Booster Club” activities are not part of CAP activities. The idea of “Booster Clubs” must be a completely different organization from CAP. They are also looking at financial and liability issues concerning the relationship between each organization and there cannot be a backflow of assets from CAP to “Booster*

*Clubs.” The Ad Hoc Committee will again meet at the winter 2008 National Board meeting and will have a further report.*

**4. Agenda Item 17-5; Nov 07 NEC – New Business –**

**Report to be given by Col Skip Guimond on behalf of Col Steve Kuddes.**

**Suspension of Individuals during Investigations of Alleged Cadet Abuse**

COL JENSEN/SWR stated that currently the suspension is 60 days unless there is an extension if there is consideration of criminal actions until actions are completed. There is a provision in CAPR 35-1 that requires coordination with Corporate Legal Counsel regarding suspension. There is also guidance in the Cadet Protection Regulation. To resolve these concerns, Col Jensen made the following motion:

**NEC ACTION:**

**COL JENSEN/SWR MOVED and COL WALLING/MER seconded the motion to add the following sentence to paragraph 6-a (3), CAPR 35-1: “The suspension may also be renewed for subsequent 30-day periods if a CAP investigation remains in progress. Extensions for this reason require approval of the next higher commander at wing or higher in the chain of command.”**

**COL CHITWOOD/CS MOVED TO POSTPONE and COL JENSEN/SWR seconded the motion to postpone this item until Saturday.**

**MOTION TO POSTPONE CARRIED UNANIMOUSLY**

**ON SATURDAY, THE FOLLOWING REVISED MOTION WAS MADE:**

**COL JENSEN/SWR MOVED and COL CARR/GLR seconded the motion that the NEC vote to direct a committee chosen by National Commander and Executive Director to review current provisions for suspension of members pending investigations of allegations of cadet abuse. The specific questions/directions for the committee to address are (1) is a suspension always necessary? And (2) Establish provision for continuation of suspension until CAP investigation is complete, if necessary.**

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Designation of committee by National Commander and Executive Director with a report back to the winter 2008 National Board meeting and inclusion in the agenda.

5. Agenda Item 17-10; Nov 07 NEC – New Business – Col Andy Worek

Bylaw Change, Section 10.6

**NEC ACTION:**

***BRIG GEN COURTER MOVED and COL MOODY/NC seconded*** a motion that the NEC request the Constitution & Bylaws Committee to review Section 10.6 of the Bylaws to consider changing Para 10.6.e. to authorize the National Controller to ensure adherence to the “fiduciary” program of the corporation rather than just the “financial” program (strike the word “Financial” and include the word “Fiduciary), and that the Constitution & Bylaws Committee make a recommendation to the winter 2008 National Board for follow-on action by the Board of Governors. (This action would allow logistical transactions to be codified.)

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to the Constitution & Bylaws Committee with a report back to the winter 2008 National board. If approved, follow-on action by the Board of Governors and inclusion in the Jun 2008 BoG agenda.

6. Agenda Item 13-3; Aug 07 NB – New Business: CAPR 60-1 – Col Joe Vazquez

**Revision of CAPR 60-1 and CAPF 5: Col Vazquez**

Operations Committee tasked to proceed with redrafting and coordination of proposed CAPR 60-1 and CAPF 5 with final drafts submitted to the 2008 Winter National Board for consideration.

Status: Final drafts to be introduced into the regulation approval process for both CAPR 60-1 and CAPF 5 following the 2008 Winter National Board. As the new regulation also contains several policy changes, National Headquarters requests the Board be briefed on these changes and then seek Board approval of these changes.

**Major policy changes include:**

- A. Reassign damage assessment levels for negligent operation of CAP equipment (including aircraft) to CAPR 67-1 for application to all property.

Rationale: The assessment issue applies to more than just aircraft. It should apply to all CAP assets to include ground vehicles, HF radios, etc. It is suggested that a revamped assessment policy be moved to CAPR 67-1, *Civil Air Patrol Property Regulation*. The current policy can be retained by policy letter until transferred to the appropriate regulation.

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- B. Revocation of CAP flying privileges (grounding) made easier for commanders to accomplish and eliminated appeal process for grounding.

Rationale: Commanders need the ability to ground personnel under their command for safety or other concerns without an excess of process. CAPR 123-2, *Complaints*, provides adequate redress for members and eliminates the need for a separate Region level grounding review board.

- C. Instructor Pilot check ride substituted for Check Pilot check ride.

Rationale: Check Pilots are Instructor pilots who have completed the National Check Pilot Standardization Course of ground and flight instruction once ever 4 years. There is no need for check pilots to have an annual check ride different from instructor pilots, as both are evaluated on the same set of skills.

- D. Eliminated prohibition against assistance to law enforcement.

Rationale: CAPR 60-6, *CAP Counterdrug Operations*, provides the guide lines on assistance to law enforcement and is sufficient by itself to define what is permitted.

### **7. Agenda Item 7; Aug 07 NB – Nomination to the Hall of Honor – Maj Gen Dwight Wheless**

#### **NATIONAL BOARD ACTION**

**COL WEISS/NFO MOVED TO POSTPONE and COL OPLAND/DE seconded** the motion to postpone this agenda item until the 2008 Winter National Board in order that Maj Gen Richard L. Bowling's name be given to the Hall of Honor Committee for due consideration.

#### **THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral of Maj Gen Bowling's nomination to the Hall of Honor Committee and inclusion in the 2008 Winter National Board agenda.

### **8. Agenda Item 8; Aug 07 NB – Emergency Services Competition –**

Col Andy Skiba

#### **NATIONAL BOARD ACTION**

**COL JENSEN/SWR MOVED and COL DAVIES/NAT CAP seconded** a **SUBSTITUTE MOTION** to approve the **PROPOSED NATIONAL BOARD ACTION** in principle with a request that additional and detailed financial

information be provided at the 2008 Winter National Board meeting with a request for final approval at that time.

### **THE SUBSTITUTE MOTION CARRIED**

FOLLOW-ON ACTION: Development of in-depth financial analysis of all costs involved and inclusion in the 2008 Winter National Board agenda.

In November 2007, Lt Col Joe Abegg provided an analysis of the costs involved. He determined the proposal would require 430 flying hours and 53,500 van miles. Additionally, lodging would be approximately \$91,000 and per diem approximately \$51,000. This would require a budget of at least \$187,000

#### **9. Agenda Item 12-2; Aug 07 NB: Agenda Item 12, May 07 NEC – Col Andy Worek**

##### **Agenda Item Submission Procedures**

Constitution and Bylaws Committee tasked to research potential changes and procedures to the submission of agenda items to CAP's governing bodies.

##### **Action:**

COL WOREK/NLO briefed that the Constitution and Bylaws Committee has begun its initial discussions of the process, but do not have a product to report out due to other higher priority assignments. The committee hopes to have a report by the time of the 2008 Winter National Board.

FOLLOW-ON ACTION: Committee report at the 2008 Winter National Board meeting. Inclusion in the 2008 Winter Board agenda.

#### **10. Agenda Item 12-4; Aug 07 NB – Adverse Action Report – Col Bob Karton**

##### **Adverse Personnel Action Report**

COL KARTON presented a slide briefing and briefed that the committee was charged with collecting all the adverse personnel actions (from about 21 regulations) into one place in order to eliminate conflicts, inconsistencies, ambiguities, define terms, and to have a standard of fairness—basic due process—a standard of review, as well as to preserve “command” prerogatives. The proposed regulation is intended (1) to eliminate inconsistencies and conflicting provisions, (2) to reduce or eliminate application of standards which are ambiguous or impossible to definition, and (3) to unify all adverse personnel actions into one place.

The following goals for Adverse Personnel Actions (APA) have been established by the committee:

1. Place all APAs into the domain of the commander while preserving the IG process in appropriate circumstances;
2. Mandate adherence to the chain of command in the APA process and review process;
3. Apply the IG process and utilize trained IGs early and often to assist in sensitive matters;
4. Encourage participation by Legal Officers for guidance as well as preservation of confidentiality and privilege;
5. Provide a mechanism to insulate APA procedures, including the review process, from undue command influence;
6. Establish “progressive discipline” as a written essential element of disciplinary actions;
7. Incorporate common due process elements;
8. Keep processes simple and unburdened without inviting frivolous complaints; and
9. Honor CAP’s core values throughout.

***COL WOREK/NLO MOVED and COL JENSEN/CT seconded the motion that the National Board votes to approve the policies outlined by Col Karton and direct this committee to continue forward.***

**THE MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: The committee tasked to continue forward and report at the 2008 Winter National Board meeting. Inclusion in the 2008 Winter National Board agenda.

**11. Agenda Item 13-4; Aug 07 NB – Ethics Program – Col Bill Charles**

**Civil Air Patrol Ethics Program**

COL OPLAND/DE referred to the National Commander’s letter to all Civil Air Patrol members and employees, 25 Aug 2005, Subj: Civil Air Patrol Ethics

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Policy. He stated that because policy letters expire, he would make a motion to codify and formalize this ethics policy.

**COL OPLAND/DE MOVED and COL SAILE/MI seconded the motion that the National Board (NB) directs the Constitution and Bylaws (C&B) Committee to draft the following changes to the C&B for approval at the winter 2008 NB meeting, prior to submission to the Board of Governors:**

- 1. Under the Constitution, Article XV, Corporate Officer Suspension and Removal, should be changed to include violations of CAP's Ethics Policy as grounds for removal from office of all corporate officers.**
- 2. Under the Bylaws, an Ethics Committee should be created to periodically review and update the Ethics Policy.**

Under a point of information and with permission, Mr. Rosenzweig/EXS stated that a new numbered regulation is in the process of coordination at National Headquarters in accordance with CAPR 5-4, which implements the ethics policy contained in the interim change letter (ICL) of 25 Aug 2005.

**COL JENSEN/SWR MOVED TO POSTPONE and COL CHAZELL/RMR seconded the motion to postpone this motion with a report to the 2008 Winter National Board as to the status or completion of the regulation.**

### **THE MOTION CARRIED**

FOLLOW-ON ACTION: Report of status or completion of proposed Ethics regulation at the 2008 Winter National Board. Inclusion in the 2008 Winter National Board agenda.

**CAPR 35-10, *Ethics Policy*, has been completed and covers the above issue. It was posted on the CAP web site for comment on 30 January 2008.**

**See attached regulation.**

**AGENDA ITEM - 27**

**Action**

**SUBJECT: New Business**

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