

## **National Commander's Update**

Maj Gen Dwight H. Wheless, CAP

CAP Winter National Board  
4 March 2005

## **Safety Pledge**

As a Civil Air Patrol member I pledge to promote an uncompromising safety environment for myself and others, and to prevent the loss of, or damage to Civil Air Patrol assets entrusted to me.

I will perform all my activities in a professional and safe manner, and will hold myself accountable for my actions in all of our Missions for America.

## **Safety Plan**

1. Safety Pledge – Every Unit Every Meeting
2. Every Unit – Unit Citation
3. Unit Safety Officer Commendation
4. CI Safety Grade: "Excellent"
5. ORM Pre-Flight Form
6. Safety Correspondence Courses

## **Safety Plan**

7. CC's Safety Officer Service
8. National Safety Day
9. Accident Means Special Safety Review
10. Special Safety Awards For Good Ideas
11. Assignment Of Assets
12. New Ideas From Safety Sub-Committee

## FAA Partnership

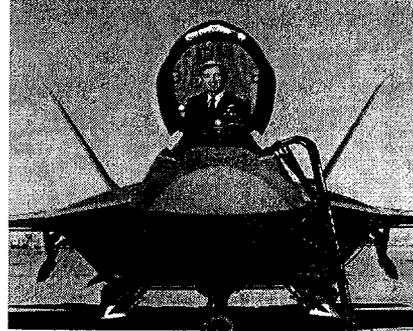


FAA Administrator, **Marion Blakey**, and I sign historic national agreement on 12 Oct 2004.

Collaboration to Further aerospace education outreach initiatives

- Information exchange
- Educational workshops
- Curriculum sharing
- Web linking
- National Conference on Aviation and Space Education partner

## Latest Technology



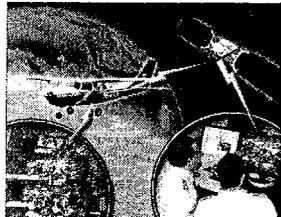
## Latest Technology

### SDIS

*Satellite Digital Imaging System*

Already a proven force multiplier

- 20 already in use
- 36 more being ordered
- DO is developing a training schedule
- Delivery schedule being determined



## Latest Technology

### ARCHER

*Airborne Real-time Cueing Hyperspectral Enhanced Recon*

CAP takes the lead!

- First to develop
- Number of agencies interested
- 16 systems ordered
- Delivery schedule being finalized
- Training being scheduled



## Accountability

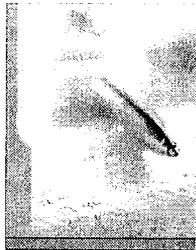
### Quarterly Financial Audits

Required in CAPR 173-2

Might have deterred recent CAP fraud cases

Commanders are accountable

Our credibility is at stake



## Accountability

### Squadron Asset Reporting

A step towards unqualified annual audit

Questionnaires sent to all units in January



#### Initial results

- 1443 surveys sent
- 1086 squadrons reporting (as of 23 Feb)
- A quick 75% response rate
- Detailed report at May NEC

## Accountability

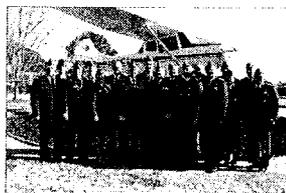
### Professional Development

Increased accountability & public trust

- Region & Wing Commanders Course
- National Staff College

Open sourced materials

- SLS, CLC and others
- [cap.gov/pd](http://cap.gov/pd)



Region & Wing Commanders Course  
Class of 2005

## Accountability

### Integrated Command Plan

National Board personal development

- Maj Gen Roger Burg's "Integrity in Action" presentation

Commanders of outstanding leadership and dedication



Maj Gen Roger Burg, USAF

**Civil Air Patrol**

Accountable volunteers

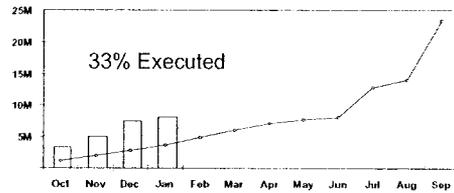
*Performing Missions for America*

## Executive Director's Update

Al Allenback

CAP Winter National Board  
4 March 2005

## Current Financial Snapshot



### FY 05 Appropriated Budget

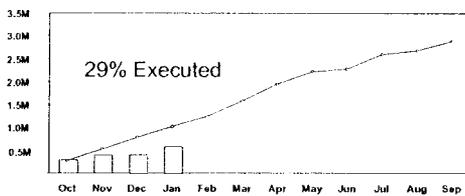
\$24.97 Million

Operations & Maintenance \$21,588,000

Aircraft purchases \$2,581,000

Vehicle purchases \$802,000

## Current Financial Snapshot



### FY 05 Corporate Budget

\$1,959,582

## Current Financial Snapshot

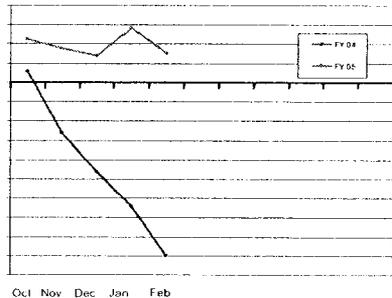
### Investments

As of 31 Dec 2004

	Market Value	Income YTD
Restricted Funds	\$0	\$2,454
Unrestricted Funds	\$3,251,186	\$39,878
Donor Restricted Funds	\$172,869	\$1,445
<b>Totals</b>	<b>\$3,424,055</b>	<b>\$43,777</b>

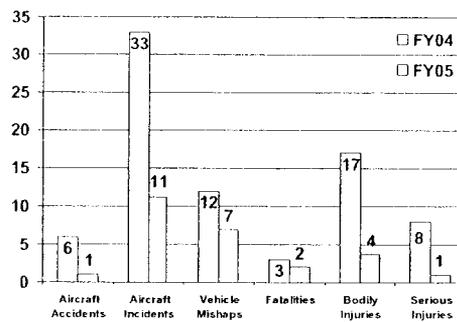
## Current Financial Snapshot

### CAPMart Profit & Loss YTD



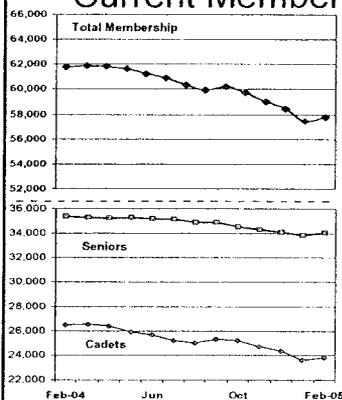
Oct Nov Dec Jan Feb

## Current Safety Snapshot



As of 28 Feb. 2005

## Current Membership Snapshot



**57,812 Members**  
34,023 Seniors  
23,789 Cadets

	Seniors	Cadets	Total
Feb 04	35,388	26,507	61,895
Feb 05	34,023	23,789	57,812
	- 3.9%	- 10.2%	- 6.6%

## Membership

### Recruiting and Retention

- New Member Welcome Kits
- April thru June "Members for Missions" recruiting drive
- October thru December "Cadets for Cadets" recruiting drive
- Tiger Teams
  - Recruiting & Retention
  - Project Great Start
  - Crisis Awareness



## Aerospace Education

### Teachers

- Aerospace Education Members (AEMs)
  - Over 1,450
  - Reaching nearly 44,000 youth
- Materials
  - Aerospace Excellence II, Volume II
  - ISS Module



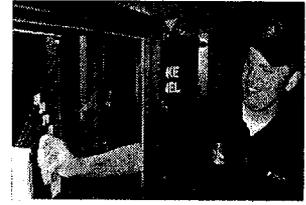
## Cadet Programs

### Aerospace Careers

- 2nd Engineering Technologies Academy (Wright State University)
- 3rd Space Command Familiarization Course (Vandenberg, CA)

### Aviation Careers

- New! Aircraft Maintenance & Manufacturing Course (Cessna Plant, Independence, KS)



## Operations

### Gippsland

- GA-8 aircraft
  - 8 already in USA
  - All 16 delivered by end of year

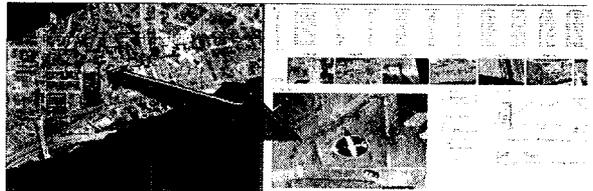


## Operations

### ARCHER

*Airborne Real-time Cueing Hyperspectral Enhanced Recon*

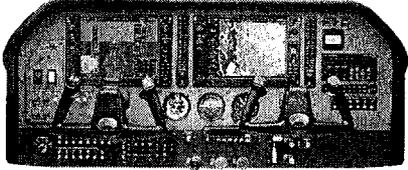
- 16 ordered
- Deliver first 3 in April
- All GA-8s will have ARCHER equipment installed



## Operations

### Glass Cockpits

- Garmin G-1000
  - 30 ordered & 10 more funded for C-182
  - 1 ordered for C-206
  - First delivery March 16th



## Logistics

### Aircraft Maintenance

- 6 month field test
  - DE, NJ, South NY, PA, NER
  - ALL costs paid by NHQ
  - Dedicated facility in NJ
- Potential benefits
  - Actual costs paid
    - 30% savings overall
  - Improved service
  - Accounting handled by NHQ



## Strategic Partnerships

FlightSchedulePro.com



CORPORATE PARTNER



## Strategic Partnerships

### In Development

- Abacus Software
  - Microsoft Flight Simulator add-on
  - Current and vintage CAP aircraft
  - Income supports cadets
  - Includes CAP recruiting material



## New Grants



Championed by WI Wing  
Logistics Officer and Legislative Officer

**Grants "Resource Kit"  
CD in your package**

### Wisconsin Wing Mobile Command Center

- \$240,000 (approx.) paid via state HLS grant

### Vermont Wing HLS state grant

- \$24,000
- Purchase one SDIS unit and fund cataloging of critical infrastructure
- VT Wing Commander attended grants brief at Summer National Board

## New Materials



### Cadet

- Leadership
- Character Development
- On-line Space Module
  - [cap.gov/ae](http://cap.gov/ae)

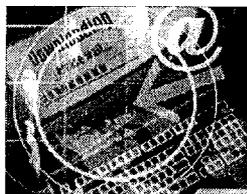
### Senior

- Mentoring

## New On-line Tools

### Best Practices

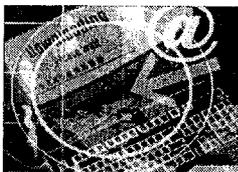
- Improve organizational efficiency
- AE, CP, DO, IG & PD already on-line
- Others being added:
  - [cap.gov/best](http://cap.gov/best)



## New On-line Tools

### Web Board

- On-line collaboration through email interface
- Provides "threaded" discussion
- Separate conferences available
- Can be open or restricted
- Examples: RWCC, IT and OPS working groups
- National Board
  - [cap.gov/nb](http://cap.gov/nb)



## New Hires



### Chris Pershing

- Deputy Director, Strategic Communications
  - Former Manager, Marketing Communications at IBM



### Johnny Dean

- Deputy Director, Logistics
  - Over 20 years of USAF leadership, aviation and maintenance experience

## Coming Soon

### Cadet Week

- July 5-10
  - Pending Air Force Chief of Staff approval
  - Last year 18 Air Force bases and 620 CAP Cadets



## Coming Soon

### Wing Administrators

- \$2.2 Million
  - Possibly hire up to 25 in July
  - Hire remaining 25 in October
- Provides administrative and program support to the Wing Commander
- Maintains financial and personnel records to ensure compliance



## Public Education

### Since August

- CAP in 10 publications
  - Over 70M impressions
- *CNN Defend America*
- *Pulse on America*
  - Platinum Productions
  - Will be aired on MSNBC and other national outlets
  - Interviews with General Wheeler & Cadet Levy



## HQ Civil Air Patrol - USAF



### CAP-USAF Update

#### Winter National Board 2005



Col George Vogt  
CAP-USAF/CC

*Integrity - Service - Excellence*



## Overview

CAP-USAF

- Civil Air Patrol in a "Joint" World
- FTCA/FECA
- Air Force Policy progress
- Issues Updates Since Summer NB
- Lessons from Lead
- Thoughts

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## Joint Doctrine – The Basics

CAP-USAF

- Goldwater/Nichols Act of 1986 established Joint Doctrine
  - Military Services would work together
  - Military Services train forces to fight under Combatant Commander
- The Combatant Commander provides the Command and Control (C2) structure to organize and direct forces.
- Most military units are assigned to a Combatant Commander (COCOM) – CAP is not
  - CAP is considered an AF Chief of Staff asset for request/tasking purposes
  - Liaison through CAP-USAF to NORTHAF (1AF)

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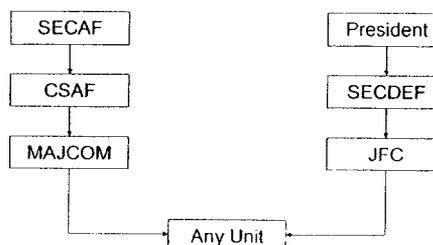


## Joint Doctrine—The Basic C2 Concept

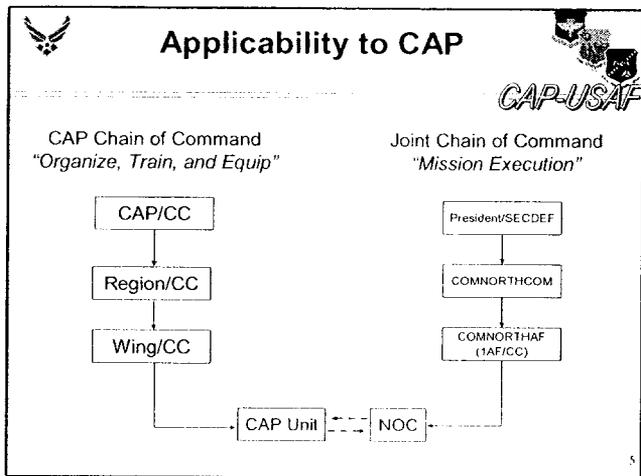
CAP-USAF

Service Chain of Command  
"Organize, Train, and Equip"

Joint Chain of Command  
"Mission Execution"



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- ## Fitting In
- CAP Fully Integrated into Joint Process
    - Employed like any AF unit
  - CC doesn't need to *BE* the expert
    - CC needs to *CALL* the expert
  - Mission Approval Process – complex, but improving
  - SD and LR: *Early* involvement in Mission request process
    - We'll guide you through the process
  - Lots of "resources" available
  - *Call the NOC*
    - *Early* rather than late
    - New missions take longer
    - Follow NOC instructions so you "fit in"

## 10 USC 9442

TITLE 10--ARMED FORCES  
CHAPTER 909--CIVIL AIR PATROL

Sec. 9442. Status as volunteer civilian auxiliary of the Air Force

(a) Volunteer Civilian Auxiliary.--The Civil Air Patrol is a volunteer civilian auxiliary of the Air Force when the services of the Civil Air Patrol are used by any department or agency in any branch of the Federal Government.

(b) Use by Air Force.

(1) The Secretary of the Air Force may use the services of the Civil Air Patrol to fulfill the noncombat programs and missions of the Department of the Air Force.

(2) The Civil Air Patrol shall be deemed to be an instrumentality of the United States with respect to any act or omission of the Civil Air Patrol, including any member of the Civil Air Patrol, in carrying out a mission assigned by the Secretary of the Air Force.

- ## FTCA/FECA
- "The Civil Air Patrol shall be deemed to be an instrumentality of the United States with respect to any act or omission of the Civil Air Patrol, including any member of the Civil Air Patrol, in carrying out a mission assigned by the Secretary of the Air Force."
  - FTCA/FECA apply when flying AF-assigned missions
  - Important to Understand both programs
    - "Brochures" for members
  - Corporate Insurance increase?
    - Work jointly through AF budget process



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## Air Force Missions



- "(b) Use by Air Force.
  - (1) The Secretary of the Air Force may use the services of the Civil Air Patrol to fulfill the noncombat programs and missions of the Department of the Air Force."
- AF noncombat mission is any mission for which the AF is tasked, by statute, regulation, or higher authority
- AF non-combat program has wider scope
  - i.e., train, equip, recruit, community outreach, etc
- CAP Air Force Assigned Missions
  - Consistent with AF program and/or mission?
  - Policy guidance outlining mission/program; assigning to CAP

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## Air Force Policy Directive 10-27 "Civil Air Patrol"



- Defines Air Force Policy regarding relationship with CAP
  - Changes "SECAF may" to "AF will..."
  - Cadet Program?
  - Aerospace Education?
- Defines roles and responsibilities of all agencies
- In draft
- CAP involved in discussions at SECAF staff level
  - Final definition of legal relationship/authorities
  - Source document for other AF guidance

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## "Budget" Updates



- Air University advocating for CAP
  - AETC better educated on CAP mission needs
  - CAP actively involved in budget process
- LMRs
  - Sent to "hill" in AF Unfunded Priority List
- Wing Administrators
- Increased NOC capability
- Corporate Insurance Increase?

- Money is scarce
  - "Mission Failure" justification needed

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## Since Tampa

CAP-USAF

- CAP/CAP-USAF/1AF MOU
  - CAP proven part of team
  - "CAP" Chair at Combined Air Ops Center (CAOC)
- HSI Rollout
  - "First in the World"
  - New capability = new challenges
- CAP-USAF "nesting study"
  - Update AETC and AU mission statements
  - Review CAP-USAF's manning requirements

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## "Learn From Lead"

CAP-USAF

- "If you want to become a good flight lead, watch a good flight lead" -- Wise Old Fighter Pilot
- Spirit of Communication
  - Talk
- "Issues on the Table"
  - Your issues are my issues
- Leading from the front
  - Personal Involvement
- Culture of Accountability
  - Applicable to every endeavor

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## Parting Thoughts

CAP-USAF

- Call the NOC
- Issues on the Table
- "Did you really say that?"
- Call the NOC!

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*Performing Missions For America*

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## Narrowband Repeater Requirements Study & Transition Project

**LtCol Maurice Thomas**

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## 2004 Process Actions

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- ◆ May '04 NEC briefed on \$5.8M and the plan for AF validation
- ◆ NHQ staff developed on-line system and process
- ◆ Region Commanders appointed National Repeater Coordination Group (NRCG)
- ◆ August '04 - Comm Managers briefed in Tampa
- ◆ Wings began requirements study and documentation
- ◆ NRCG progress monitored
- ◆ Submission deadline extension from 15 Oct 04 to 30 Nov 04
- ◆ November '04 – Process review with NEC

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## Project Timeline

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Q3 - Q4 2004	Q4 2004 - Q1 2005	Q1 - Q2 2005	Q1 - Q2 2005	Q2 - Q3 2005	Q3 - Q4 2005	Q1 2006 - Q2 2007	Q1 - Q2 2007	Q2 - Q3 2007
Wings Submit Proposals	Region Committee Approves	NRCG Approves	NEC Approves Consolidated Plan	AF Approval / Amend TA / Begin Frequency Coordination	CAP lets contract	Vendor delivers equipment	Wings pre-position equipment / Program user equipment	Wings install new equipment / CAP Transitions to Narrowband

◆ Determine true fixed repeater requirements

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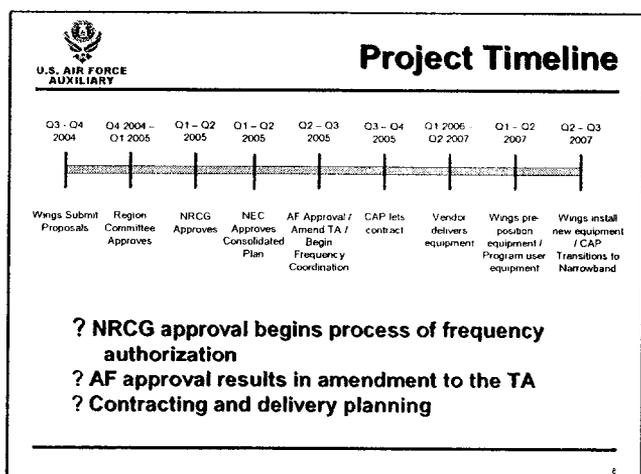
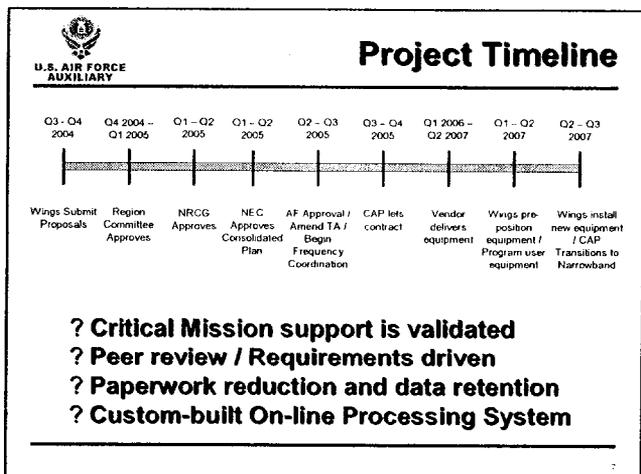
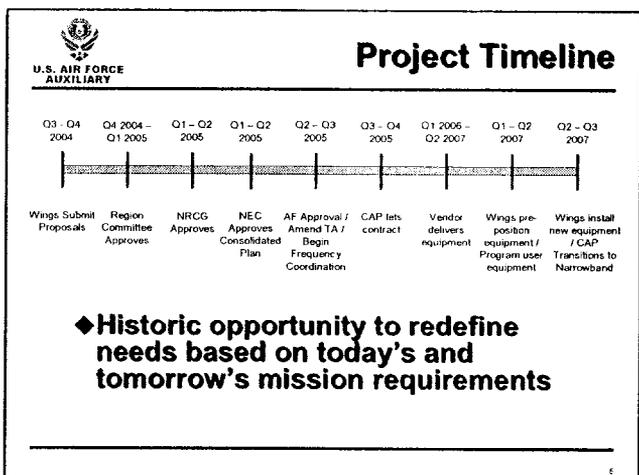
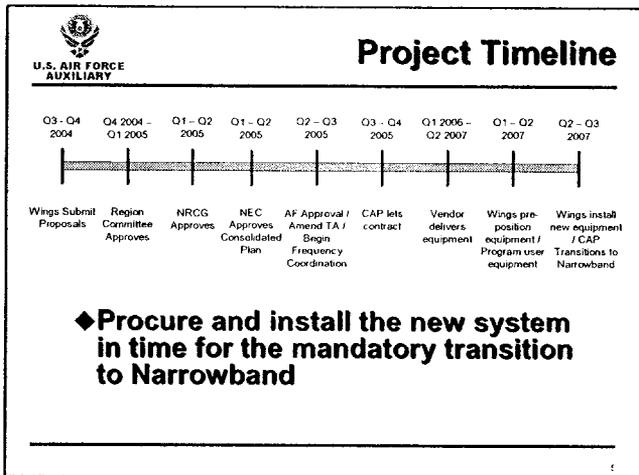
## Project Timeline

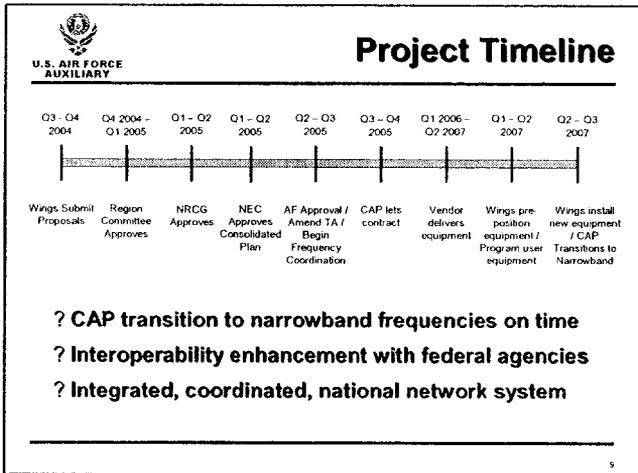
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◆ Develop a system to support the present and future missions

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- The Players**
- ◆ **Wing Comm Staff**
    - ◆ Researches needs
    - ◆ Coordinates with users/customers
    - ◆ Defines technical solution (repeater proposals)
  - ◆ **Region Repeater Committee**
    - ◆ Performs first peer review
    - ◆ Validates justification and engineering viability
    - ◆ Forwards approved proposals to NRCG
  - ◆ **National Repeater Coordination Group (NRCG)**
    - ◆ Two assigned reps from each region
      - ◆ Technical advisors from National Staff
    - ◆ Performs national-level peer review
    - ◆ Validates justification and engineering viability
    - ◆ Adds approved repeaters to the National Repeater Plan

- 
- Process Validation**
- ◆ **Senior Leadership (NEC)**
    - ◆ Formally accepts/adopts final plan
    - ◆ Forwards to CAP-USAF for AF coordination/approval
  - ◆ **CAP-USAF**
    - ◆ Coordinates formal AF study of CAP plan
      - ◆ Probable AU and AETC comm staff evaluation
    - ◆ Adds approved repeaters to CAP Comm TA
    - ◆ Approves expenditure of AF funds
      - ◆ \$5.8 Million
  - ◆ **CAP NHQ Staff**
    - ◆ Coordinates frequency authorizations
    - ◆ Settles equipment delivery details
    - ◆ Contracts for equipment
    - ◆ Oversees implementation of repeater plan

- 
- System Delivery**
- ◆ **Wing Comm Staff**
    - ◆ Reprograms user equipment for new frequencies
    - ◆ Coordinates new equipment delivery details with NHQ
    - ◆ Accepts delivery of equipment
    - ◆ Prepositions equipment in advance of transition date
    - ◆ Performs transition within approved time window
    - ◆ Processes old equipment for turn-in

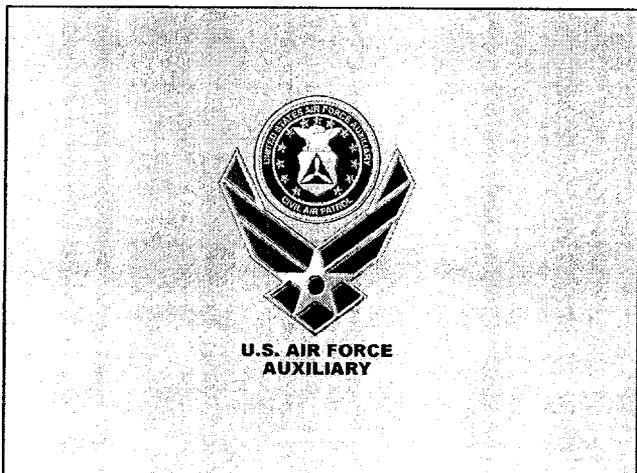
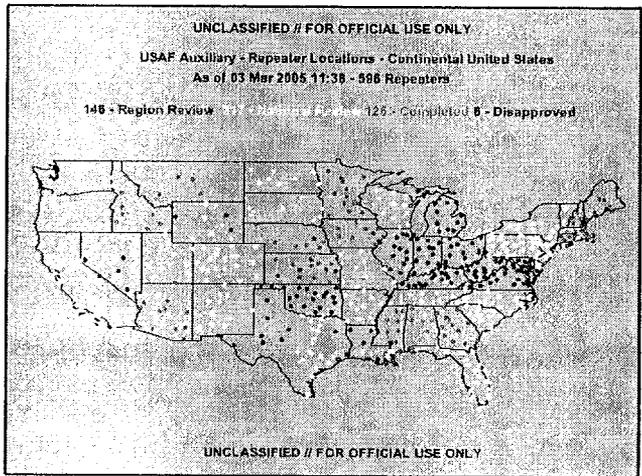


**U.S. AIR FORCE AUXILIARY**

## Funding

- ◆ **Current AF funding buys 375 repeaters**
  - ◆ Plus 104 already on hand
  - ◆ Budgets include certain on-site infrastructure and installation expenses
- ◆ **Total possible with current funding: 479**
- ◆ **Current requests: 596**
- ◆ **Leaves 117 unfunded**
  - ◆ Some further reduction expected
  - ◆ Expected requirement of approx. 580
- ◆ **Additional funding will be sought**
  - ◆ No guarantees
  - ◆ Based on TA funding of "mission critical" items
  - ◆ Process excludes local funding options
  - ◆ Plan execution will follow Wing-set priorities

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## Process Objectives

- ◆ **Historic opportunity to redefine needs**
  - based on today's and tomorrow's mission requirements
- ◆ **Critical Mission support is validated**
- ◆ **Peer review / Requirements driven**
- ◆ **Paperwork reduction and retention:**
  - ◆ Custom-built On-line Processing System
- ◆ **NRCG approval begins process of frequency authorization**
- ◆ **AF approval results in amendment to the TA**
- ◆ **Outcome drives contracting and delivery planning**
- ◆ **CAP transition to narrowband frequencies on time**
- ◆ **Interoperability enhancement with federal agencies**

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**Headquarters U.S. Air Force Auxiliary**

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**National Finance  
Committee Meeting**

5 March 2005

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**E-Accounting**

- ◆ Wing FM can work at locations other than at Wing
- ◆ Enable quarterly audit/internal financial review remotely
- ◆ Wing/Region commanders have access to current financial data
- ◆ NHQ can access accounts and assist with past due reimbursements
- ◆ Finance Committee can monitor and review as necessary
- ◆ NHQ is funding program

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**FY05 Budget Execution Report**

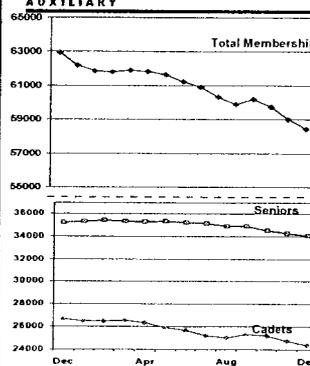
(27 Feb 05)

<u>Appropriated Budget</u>		<u>Budget Expended</u>	<u>%</u>
22,226,512		8,504,602	33
Aircraft (3 yr)	1,816,800	1,734,950	95
Vehicle (3 yr)	770,000	0	0
<u>Corporate Budget</u>		<u>Budget Expended</u>	<u>%</u>
1,979,582		583,058	29

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**Membership Decline**



	<u>Cadets</u>	<u>Seniors</u>	<u>Total</u>
Dec 03	26,652	35,209	61,861
Dec 04	24,356	34,100	58,456
	- 8.6%	- 3%	- 5.5%

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 **Membership Decline Impact**

	<u>Initial Budget</u>	<u>Income Addition</u>	<u>Projected Revenue Decrease</u>	<u>Revised Income</u>
Seniors 35,300 @ \$30 (Feb 04)	\$1,059,000			
Seniors \$5 Dues Increase (Oct 04)		\$176,500		
7% loss Sep 03 to Sep 04				
Projected 7% decline Sep 04 to Sep 05			\$100,205	\$1,135,295
-----				
Cadets 26,500 @ \$20 (Feb 04)	\$ 530,000			
Cadets \$5 Dues Increase (Oct 04)		\$132,500		
6% loss Sep 03 to Sep 04				
Projected 7% decline Sep 04 to Sep 05			\$ 73,575	\$ 588,925
<b>TOTAL</b>	<b>\$1,589,000</b>	<b>\$309,000</b>	<b>\$173,780</b>	<b>\$1,724,220</b>
<b>Revised Additional Income Projection</b>	<b>\$135,220</b>			

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 **Additional Programs Funded**

**Glider Program funded**

**New membership ID card funded**

**Corporate Cash Reserves**

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 **Strategic Partners**

Corporate Partners added in fiscal 2005

◆ Intergraph	\$50,000
◆ Air Gator	\$5,000

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 **CAPMart Update**

- ◆ CAPMart is generating net operating income
  - ◆ Reductions in staff
  - ◆ Analysis of expenditures, inventory levels, product margin
- ◆ NetSuite – new accounting software being researched to replace Great Plains Software

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## CAPR173-2

- ◆ New regulation will be posted for comments this month
- ◆ Summary of significant changes
  - ◆ Streamlined chart of accounts
  - ◆ Wing Commander accountability
  - ◆ Guidance on new banking procedures
  - ◆ Revised Quarterly Audit (to be called Internal Financial Review)

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## 2005 FM Summit

- ◆ Focus of Summit
  - ◆ Develop finance training for Wing Commanders
    - ◆ Three Wing CC will participate
    - ◆ One Region CC will participate
  - ◆ Develop finance training for finance committees
  - ◆ Re-write FM regulation for units below

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## Squadron Assets Survey

**85% Response !!**

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 **Modifications to embroidered insignia worn on the BDU** 

- Proposal: Modify current embroidered insignia to the style currently used by AF (OD green backing with blue/brown thread)
  - Alternate Proposal: Modify current insignia to OD green background with white thread.
- Committee Recommendation:  
National Board disapprove both proposals

 **Grade Insignia on BDU** 

- CAP recently asked the AF for permission to wear grade insignia on both sides of the collar of the BDU.
  - Air Force has approved this policy change
  - Phase-in date needs to be established
- Committee recommendation:  
By 31 September 2005 all members will remove the CAP cutout from the left collar of the BDU and replace with appropriate grade insignia



 **Modification to EMT/Paramedic Badge** 

- Proposal: Change current EMT/Paramedic badge to a three level badge to correspond with the certification levels set forth by the National Registry of Emergency Medical Technicians



EMT-Basic



EMT-Intermediate



EMT-Paramedic

- Eliminate the EMT patch worn on BDU pocket.
- Committee Recommendation:  
The National Board approve the 3-level EMT/Paramedic badges and eliminate the wear of an EMT patch on the left BDU pocket



NATIONAL HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

4 March 2005

MEMORANDUM FOR NATIONAL BOARD

FROM: CHAIR, IT GROUP

SUBJECT: Report of IT Group activities

1. The IT Group (ITG) has formed several sub-groups to work key issues, which are:  
(a) MIMS – led by Lt Col Bill Hughes, NYWG; (b) IT Specialty Track – led by Maj Shane Williams, COWG; and (c) User Interface issues – led by Col Bobby Picker, IDWG. Such sub-groups will continue to be created (and dissolved) as need dictates.
2. The ITG holds monthly conference calls on the fourth Sunday of every month at 2100 Eastern Time.
3. The ITG is currently working a number of issues, and they are recorded here (in no particular sequence):
  - a. Our organization currently owns and utilizes numerous internet domain names, such as cap.gov, capnhq.gov, cap.mil, capmart.org, and so on. The ITG is discussing the domain name structure of the organization in order to offer some recommendations.
  - b. The Great Lakes Region has been providing a web and e-mail list hosting service for CAP wings for some years. The ITG is exploring alternative hosting opportunities to alleviate the burden on the individual providing this valuable resource.
  - c. The ITG plans to create formal criteria to evaluate proposed IT projects. This will enable our organization to fairly judge the merits of proposals, and appropriately prioritize them.
  - d. The ITG plans to discuss the process whereby projects are developed at NHQ, and offer suggestions for improvement. On a related topic, the Group plans to discuss improving coordination of software development between the members in the field and NHQ, and the possibility of members in the field assisting NHQ in software development activities.
  - e. At present, CAP only has a single IT policy, in the form of CAPR 110-1. The ITG plans to create and propose to the NB/NEC a variety of IT policies.
  - f. IT support for NHQ systems (i.e., a "Help Desk") is currently provided by the software developers at NHQ. Each time communication is received from the

Attachment 7-1

field, developers are diverted from their primary tasks, which results in delays in needed improvements and on-going development projects. Additionally, no formal mechanism exists to provide IT support within our volunteer structure. The ITG plans to discuss these issues and make recommendations.

- g. NHQ IT staff have requested that the ITG solicit input from the field regarding which standardized reports the membership needs. Please direct any suggestions in this regard to the Chair, ITG.
  - h. In order to "log in" to various systems at NHQ, as well as Regions and Wings, our members must often use different usernames and passwords. The ITG is considering methods to provide a standardized "authentication" mechanism (as this process is termed in the IT industry) to all members, such that each member would only need a single means to uniquely identify themselves to any CAP IT system. This would ideally eliminate the multitude of usernames and passwords for each member for all the different systems.
4. Our NHQ IT staff continues to bear a huge load of projects. At Attachment 1, you will find a narrative description of the major projects currently on the list. At Attachment 2 is a more comprehensive list of all the projects on their plate. The Chair of the ITG is discussing this issue with our national leadership.
  5. Your continued support of our IT initiatives is greatly appreciated, but your suggestions and feedback are even more warmly welcomed and solicited. Please contact the Chair, ITG, via e-mail [oplandr@uphs.upenn.edu](mailto:oplandr@uphs.upenn.edu) or cell 302-530-7291.

Very respectfully submitted,

\_\_\_\_\_ original signed \_\_\_\_\_

RUSSELL M. OPLAND  
Colonel, CAP

## **Current Major IT Software Development Projects**

We have over 100 projects of various sizes that people/functions/organizations want developed or enhanced. Some are small, some large. We have both in-house and contractor developers working to accomplish these. Listed here are some of the major projects that take weeks/months and/or more than one person to complete.

### **Member Information Management System (MIMS)**

- MIMS life-cycle maintenance (on-going requirement; as more modules are produced, more time is required to maintain the software)
- MIMS committee recommendations
  - o More Reports (more reports are being requested all the time.)
  - o Data input improvements (review of what data needs to be captured and ease the data input on the members)
  - o Web-services for Pilot data transfer (allow pilot data transfer from WMU and PLW same as ES data currently transfers.)
- WSA permissions module enhancement (testing a much simplified method to assign member permissions to the e-services applications)
- Membership system (client server to web-based) (Note: This upgrade must be complete before we can move e-services to a 24/7 facility at a reasonable cost)
  - o Member transfer module (testing)
  - o Duty performance promotion module (testing)
  - o New/renew module
  - o Misc changes and Derog
  - o Retirement

### **CAP Asset Tracking System**

- Equipment module enhancements (The first of the major CATS modules produced a number of recommended changes through field use. We are in final stages of coding and testing these updates)
- Real Property module completion (This is the last of the major CATS basic modules to be released for field use)
- Aircraft life-cycle maintenance module

### **Program Projects**

- Events slotting (National cadet encampment application slotting module needs upgrades for this year's event assignments. This is in final stages of coding and needs to be completed ASAP for this year's event assignments.)
- Safety reporting automation (This is an NEC approved project that is on hold because of higher priority projects.)
- IG complaints process automation (This is an NEC approved project that is on hold because of higher priority projects.)

- CAPMart ERP and e-commerce replacement (This project must be completed by 31 Dec 2005 since the current software will not be supported after that date. We are currently in the replacement selection phase, favoring an on-line outsourced solution for both the ERP and storefront segments of the software. Sales tax collection
- Move e-services to a hosted/managed facility (24/7) (Note: Currently, e-services databases and servers are located in Bldg 714 which is susceptible to power outages. Further, the IT shop is not manned for 24/7 support to work network, internet, and application issues. Current internet connection is through 1 ISP vice located at a node serviced by several major providers.)
- Flight Schedule Pro setup (Several wings have expressed an interest in a national Aircraft scheduling capability. During a recent failure of the field sponsored CAPPERS scheduling application that requirement took on increased interest. Flight Schedule Pro is being setup in its native state for interim use until integration with MIMS and CATS can take place. 4 wings have volunteered to test.)
- Multi-year renewal (approved by NB, but was tied to PhotoID project which is on hold)
- Membership PhotoID card (Scheduled for briefing/discussion this NB meeting. The multi-year renewal and photoID project will take significant manpower and time/effort which will impact the ability to start/finish several of the other projects listed here.)
- Permission and O'flight system audits (These audits are important for our movement to those processes we wish to automate that involve dollars, Government benefits, and digital signatures.)
- Senior, cadet, and AE training/qualification data automation (Just as pilot and emergency services training and qualification data is automated, these other areas can be automated)
- Training flight 108 automation (Cadet O'flight process automation was the first of the 108 process automation. Automation of training flight 108 process would help end-of-year budget balancing as well as other training fund management needs.)
- Documentation, testing, training, and e-service "User Guide" (one of the first things to suffer when IT development projects outstrip available manpower and dollars are these items. We need to catch up on these to help improve field ability to interface with the national system from both a technical and end-user standpoint.)