Civil Air Patrol National Board Minutes

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7-8 August 2008
Kissimmee FL

7-8 August 2008

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OPEN SESSION

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CIVIL AIR PATROL
NATIONAL BOARD MEETING MINUTES
7-8 August 2008
Kissimmee FL

OPEN SESSION

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

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 July 2008)

The National Board is comprised of the National Commander, Senior Air Force Advisor (also Commander, CAP-USAF), National Vice Commander, National Chief of Staff, National Finance Officer, National Legal Officer, National Controller, National Inspector General, National Chief of Chaplain Service, 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 Bill Charles, CAP (Proxy)	Nat'l Controller
**Col James F. Linker, CAP	Nat'l Inspector General
**Ch, Col Charles E. Sharp, CAP	Chief Chap. Service

MIDDLE EAST REGION

*Col Joseph R. Vazquez, CAP	Region Commander
Col Eugene L. Egry, III, CAP	Delaware
Lt Col John Knowles, CAP (Proxy)	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
Lt Col William Meskill, CAP (Proxy)	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 Gordon A. Larson, 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
Col James W. Hughes, CAP	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
Col David A. Guzman, CAP	Idaho
Col Paul A. Tweden, CAP	Montana
Col Robert M. Bost, CAP	Utah
Col Stanley A. Skrabut, CAP	Wyoming

NORTH CENTRAL REGION

*Col Steven W. Kuddes, CAP	Region Commander
Col Ronald S. Scheitzach, CAP	Iowa
Col Regena M. Aye, CAP	Kansas
Col Thomas B. Theis, 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 Richard F. Himebrook, CAP	New Mexico
Col Virginia Keller, CAP (Proxy)	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	Executive Director
Mr. Mark H. Richardson, III	Assistant Executive Director
Mr. Johnny Dean	Director, Logistics & Mission Resources
Ms. Susan Easter	Chief Financial Officer
Mr. Marc Huchette	Director, Public Awareness & Membership Development
Mr. Larry Kauffman	Director, Fleet Management
Mr. Jim Mallett	Director, Educational Programs
Mr. Gordon Odell Jr.	General Counsel
Mr. John A. Salvador	Director, Missions

AGENDA ITEM 1 **GC** **Action**

SUBJECT: CAP National Commander Election

Author: None **CAP/NLO – Col Worek**

INFORMATION BACKGROUND:

Per the Civil Air Patrol *Bylaws*, Section 10.2, in the event of the absence or incapacity of the National Commander, the National Vice Commander exercises any and all authority reserved for 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. With a vacancy in the position of National Commander, it is necessary to duly elect a new National Commander.

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

PROPOSED NATIONAL BOARD ACTION:

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

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

COL WOREK/NLO reviewed the printed rules for election of the National Commander and National Vice Commander and made the correction that nomination for either office does not require a second. As Secretary of the Corporation, Col Worek announced that for the office of National Commander, Brig Gen Amy Courter has filed for

nomination. There were no nominations from the floor and nominations for the office of National Commander were closed.

There was a motion to elect Brig Gen Amy Courter by acclamation which was ruled not a point of order. There was also clarification that the Constitution and Bylaws require a written ballot vote.

BY UNANIMOUS WRITTEN BALLOT VOTE, BRIG GEN AMY S. COURTER WAS ELECTED NATIONAL COMMANDER FOR A 3-YEAR TERM OF OFFICE.

AGENDA ITEM 2 **GC** **Action**

SUBJECT: CAP National Vice Commander Election

Author: None **CAP/NLO – Col Worek**

INFORMATION BACKGROUND:

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

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

PROPOSED NATIONAL BOARD ACTION:

That the National Board conducts an election for the office of National Vice Commander.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None.

NATIONAL BOARD ACTION

COL WOREK/NLO reminded the NB that the election for the National Vice Commander would follow the same protocol and rules as the election for the National Commander. He announced that the nominees are Col Reggie Chitwood, Col Russ Chazell, and Col George Boyd. There were no nominations from the floor and nominations for the office of National Vice Commander were closed.

The drawing of numbers resulted in the following order of the nominees to address the board: First, Col Boyd; second, Col Chitwood; third, Col Chazell. Following the

presentations from the nominees there were several endorsements/recommendations.

BY MAJORITY WRITTEN BALLOT VOTE COL REGGIE CHITWOOD WAS ELECTED NATIONAL VICE COMMANDER FOR A 1-YEAR TERM OF OFFICE (The vote was: Col Chitwood; 39; Col Chazell; 24; Col Boyd; 2).

AGENDA ITEM 3 Information

SUBJECT: Selection Processes and New Procedures

Author: Brig Gen Courter **CAP/CC – Brig. Gen. Courter**

INFORMATION BACKGROUND:

To facilitate fairness and integrity in the selection of the National Staff, the CAP/CC developed a selection process and initiated it with the recent revision of the volunteer National Staff. This process opened the application process to the membership, allowed input from various levels in the chain of command, including the NHQ Staff and Region and Wing Commanders, and streamlined the selection of staff members according to their past duty assignments, current duty status, work record, and other factors that allowed the most qualified person to be selected.

A diagram of the selection process is attached and will be posted on the CAP website. This will ensure individuals applying for positions, as vacancies are announced, can easily see exactly how the process works. This diagram has become a model for use in graphically identifying new processes, procedures and responsibilities. As these diagrams are completed they will be posted on the website for easy reference. A copy of the Responsibility Matrix completed for the Financial, Investment, and Regulatory duties of the Board of Governors, NHQ, and Volunteers is also attached as an additional sample diagram.

BRIG GEN COURTER/CC noted the information as well as attached exhibits and stated that she wanted to share this proposal designed to facilitate fairness and integrity in the selection of the National Staff. She added that this information will not be in a regulation but will be on the CAP website for use and reference for commanders across the country.

AGENDA ITEM 4 **GC** **Action**

SUBJECT: Confirmation of CS, NLO, NFO, NC, Chaplain

Author: Brig Gen Courter **CAP/CC – Brig Gen Courter**

INFORMATION BACKGROUND:

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

The Interim National Commander presents three appointments for confirmation at this time: NLO, NFO, and Chief of Chaplain Service. Biographical information for each individual is attached for National Board review.

The remaining two positions, CS and NC, will be filled upon review of the applications submitted and will be presented to the Board for confirmation on 1 October. The NC was asked to continue and although he would like to, he has asked for a respite at this time. Allowing the CS and NC to complete their tenures without the selection of an heir apparent allows them unfettered leadership to complete their term, and allows the incoming National Commander the ability to choose his/her team members. While only one candidate has filed an intention to run for National Commander this year, in the future there may be additional candidates who should have the time to select their own team members. This new timing, which could be used for all appointments in the future, should allow for such an event.

The Interim National Commander announces that applications for the positions of National Chief of Staff and National Controller will be accepted from 7 August 2008 to 21 September 2008. Members interested in applying should complete the National Staff application form and submit it to the National Commander for consideration.

PROPOSED NATIONAL BOARD ACTION:

That the National Board confirms the following individuals selected by the National Commander to fill the positions indicated:

Ch Col Charles S. Sharp, CAP	Chief, CAP Chaplain Service
Col Fredric K. Weiss, CAP	National Finance Officer
To be determined	National Legal Officer

Additionally, the National Board agrees to hold a special meeting by conference call on Wednesday, 1 October 2008, to confirm the National Commander's appointees for the CS and NC positions. Biographies of the two appointees will be provided for the National Board's review prior to the meeting.

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

BRIG GEN COURTER/CC noted that subsequent to application to continue as Chief, CAP Chaplain Service, Chaplain, Col, Charles S. Sharp, CAP, asked that a replacement be named due to personal family considerations. Gen Courter thanked him for his service and expressed appreciation for his willingness to serve until a replacement is selected.

BRIG GEN COURTER/CC also noted that the current National Legal Officer, Col Andy Worek has asked to be replaced, and added that a replacement was named after the agenda was published. Gen Courter stated that Col Worek has served CAP extremely well and expressed appreciation for his service.

BRIG GEN COURTER/CC further noted that the current National Controller, Col Rod Moody, who has served CAP exceptionally well for a number of years has had some challenges in his life and has asked to serve in a different capacity.

BRIG GEN COURTER/CC MOVED and COL JENSEN/SWR seconded **that the National Board confirms the following individuals selected by the National commander to fill the positions indicated:**

Col Fredric K. Weiss, CAP	**National Finance Officer**
Col Barry S. Herrin, CAP	**National Legal Officer**

Additionally, the National Board agrees to hold a special meeting by conference call on Wednesday, 1 October 2008 to confirm the National Commander's appointees for the Chief of Chaplain Service, Chief of Staff, and National Controller positions. Biographies

of the three appointees will be provided for the National Board's review prior to the meeting. (Following the close of the NB meeting, the special meeting conference call was moved to Sunday, 28 September 2008.)

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: National Board Conference Call on Wednesday, 1 Oct 08. (Meeting moved to 28 September 2008 following the close of the NB meeting.)

AGENDA ITEM 5 **PM** **Action**

SUBJECT: Approval of the March 2008 National Board Minutes

Author: None **CAP/CS – Col Chitwood**

INFORMATION BACKGROUND:

The minutes of the March 2008 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 approves the March 2008 National Board Meeting minutes.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

None.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur as drafted.

ADVISOR / NATIONAL STAFF COMMENTS:

None.

REGULATIONS AND FORMS AFFECTED:

None

NATIONAL BOARD ACTION

COL CHITWOOD/CS MOVED and COL PARRIS/CA seconded **the PROPOSED NATIONAL BOARD ACTION**

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Remove the word "DRAFT" from the March 2008 National Board Meeting minutes.

AGENDA ITEM 6 **MX** **Action**

SUBJECT: Electronic Carbon Monoxide (CO) Detectors

Author: Col Saile **MI WG/CC – Col Saile**

INFORMATION BACKGROUND:

CAPR 66-1, paragraph 11. **Required Equipment**, sub-paragraph g. Carbon Monoxide Detectors states:

"g. Carbon Monoxide Detectors. For safety, 12- to 18-month disposable carbon monoxide detectors shall be installed in all CAP corporate aircraft. The disposable detectors will be replaced every 12 calendar months."

Some of our aircraft have installed an FAA-approved electronic CO detector. While they offer a better warning system than the disposable variety, they still have too high an incidence of failure to be relied on completely, and should therefore be supplemented with the disposable CO detector. Some confusion exists among the Wings who believe that if their aircraft have an electronic CO detector, they are exempt from the requirement to have a disposable CO detector in the aircraft.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approves a resolution to amend CAPR 66-1, paragraph 11, subparagraph g, to add a last sentence, "CAP aircraft equipped with FAA-approved electronic carbon monoxide (CO) detectors are not exempt from this requirement," or words of a similar meaning.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

As stated above, CAPR 66-1, Paragraph 11, directs installation of disposable carbon monoxide detectors in all CAP aircraft. There should be no confusion on this topic. To even further facilitate compliance with this directive, each year, during the month of December, CAP/MXA distributes disposable carbon monoxide detectors to all wings. Wings receive sufficient numbers of these units to install one in each of their assigned aircraft, including those equipped with electronic detection systems.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented.

REGULATIONS AND FORMS AFFECTED:

To be determined.

NATIONAL BOARD ACTION

COL SAILE/MI MOVED and COL SMITH/TX seconded **the PROPOSED NATIONAL BOARD ACTION**

During discussion, there was a request to add clarifying information to CAPR 66-1 that either the electronic equipped aircraft are exempt from the disposable variety or they need to be added anyway.

THE MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 66-1.

AGENDA ITEM 7 (Amended) GC Action

SUBJECT: Fundraising for Hire

Author: Col Kyle **OR WG/CC - Col Kyle**

INFORMATION BACKGROUND:

Fundraising is a significant challenge for many Wings, particularly raising money to fund normal operating and administrative costs. While paid fundraisers appear to be an easy way to meet this need, there are significant concerns. Some fundraisers for hire spend nearly 80% of the funds raised to conduct the campaign. Most members and donors would not be comfortable giving to an organization with such a high overhead. They may be led to believe that all of their money is going to support our work, not the fundraisers.

Most professional fundraising operations rely on direct telephone solicitation of the general public that have high overhead costs because the people doing the solicitation are paid from the funds raised. This high overhead is a concern and is difficult to justify to our donors and our members.

The public is becoming more conscious of direct telephone solicitation. Many people are on the "do not call" list for good reason. We need to be concerned with how we represent CAP to the general public. Telephone contact is quite personal and a bad conversation can cause considerable harm to CAP. Controlling the statements made by fundraisers is difficult. Some of their solicitors are rude and pushy. We do not want our name, Civil Air Patrol, associated with these kinds of tactics. Once the damage is done, it is difficult to pull back.

Our existing policy is not clear regarding professional fund raising contracts. CAPR 173-4 says the following:

12. Percentage Professional Fund Raising.

a. Another apparent source of funds for units is from "promoters" who come into an area and ask the local CAP unit to "sponsor" a fund raising activity with tickets to be sold to the public for a carnival or show of some type. The promoter will offer to sell the tickets or ask CAP to help, and the promoter will provide the carnival or entertainment. For this the promoter requests the CAP units to sign a contract agreeing that the promoter gets a percent of the proceeds. Usually the percentage is between 60 and 80 percent − after expenses.

b. Due to various problems with these programs in the past, no CAP unit will be authorized to enter into a contract with these types of percentage professional fund-raisers. However, there are other types of fund raising activities allowing the unit to retain a percentage of the selling price of a product that may be approved. These types of fund raising activities will require the approval of NHQ CAP/GC and NHQ CAP/PA. Requests should be submitted through the respective wing or region commander, which ever applies."

This policy only discusses one type of fundraising for hire. There are several others, and the firms offering these services are trying to create ways to work around this regulation rather than live within its spirit. The most recent proposal we have received is to publish a search and rescue magazine to be distributed to professional offices, (like doctors' and dentists' offices). Funds would be raised by phone solicitation of the general public. I wonder if the magazine would ever be published. The donors would not receive the publication. Our policy needs to be clarified so that everyone, including fundraising companies, knows what we can and cannot do.

The National Board needs to weigh the pros and cons of all types of paid fundraising. The benefits of unrestricted funds are clear. We could all use additional financial resources. Yet there are risks and costs to professional fundraising. The Board should consider the following question: Are the benefits of the funds raised by paid solicitors worth the monetary cost, and the risk to public trust and our reputation acceptable and manageable? Please consider the following: Would you want our fundraising agreement published on the front page of your local newspaper with a headline like, "Donors Ripped Off by CAP Fundraiser"? I think not, and urge the board to adopt the proposed policy below. We should find other ways to raise money that does not risk our good name, reputation, or the public's trust.

PROPOSED NATIONAL BOARD ACTION:

That the National Board establishes the following policy statement regarding fundraising for hire:

> No corporate officer, other than the National Commander, shall enter into or renew any agreement with a fundraising contractor who compensates solicitors from the funds raised.
>
> This shall not prohibit any corporate officer from signing agreements with United Way or other major community organizations where the solicitors donate their time to the effort.
>
> CAPR 173-4 policy regarding sales shall be amended as follows: "However, there are other types of fund raising activities allowing the unit to retain a percentage of the selling price of a product [or service] that may be approved."
>
> Nothing in this policy shall prohibit contracting for grant applications preparation to prepare grant applications or other grant related documents. At the discretion and upon the authority of the National Commander or Executive Director, the agreement may provide for the contractor to represent CAP to the grantor or to act as an agent of Civil Air Patrol.

That the National Headquarters draft changes to affected CAP regulations to implement this policy.

ESTIMATED FUNDING IMPACT:

This proposal may reduce wing and units options for fundraising. This could reduce the funds available to wings and units to pay for ongoing operations. However, this policy does not make any existing agreement invalid.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The proposal, for the most part, clarifies existing policy and/or practice. The National Commander has the authority to waive the restrictions of the regulation (as consistent with the law). The "this policy shall not prohibit" provisions are consistent with existing policy. Therefore, this should have no funding impact. The new policy included relates to restricting representation of CAP by contractors.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

To be presented.

REGULATIONS AND FORMS AFFECTED:

CAPR 173-3, *Payment for Civil Air Patrol Support* paragraph 12 will need to be revised. No forms are affected.

NATIONAL BOARD ACTION

COL KYLE/OR MOVED and COL PARRIS/CA seconded **the PROPOSED NATIONAL BOARD ACTION.**

COL WEISS/NFO MOVED TO AMEND and COL JENSEN/CT seconded **the amendment to change CAPR 173-4, Fundraising, paragraph 12.b. to add "CAP/FM" between "NHQ CAP/GC and NHQ CAP/PA."**

THE MOTION TO AMEND CARRIED UNANIMOUSLY

THE AMENDED MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTIONS:

(1) National Headquarters draft changes to affected CAP regulations to implement the approved policy regarding fundraising for hire; and

(2) Change CAPR 173-4, paragraph 12.b. to add CAP/FM as an approving authority with notification of policy change to the field.

AGENDA ITEM 8 **ED** **Action**

SUBJECT: US Service Member Extension

Author: Lt Davis **AK WG/CC – Col Brown**

INFORMATION BACKGROUND:

Many CAP members are active duty military, or members of the guard and reserve. With the current tour of duty in Iraq and Afghanistan lasting as long as 15 months, it is not uncommon for these individuals CAP memberships to expire while they are deployed. It is understandable that checking on and renewing their CAP membership is not a high priority for them during this time.

I would like to propose that CAP extend all memberships of deployed US Service members until some point following their return to CONUS. This might be handled in one of two different ways,

1. The member might have their membership extended until 90 days after their return to CONUS.

2. Or, CAP could freeze their membership upon their deployment, and re-activate it upon their return. That is to say, if a member has 9 months remaining on their current membership when they are deployed, they would return to the same amount of time remaining.

It would be the individual member's responsibility to notify National HQ of a deployment, and upon return from said deployment.

There are three clear benefits here:

1. First, for the member who would not have to worry about their membership status during this difficult time.

2. Second, to the CAP by retaining members rather than losing them from the active roster simply because their membership expired while they are deployed in a high stress environment. It is a reasonable expectation that the draw to return to their prior CAP activities will be greater upon return if they are still an active member, rather than facing the possibility of needing to being fingerprinted again, and anything else involved with the process of re-establishing their membership.

3. Finally, this would serve as recognition and appreciation for their service and sacrifices when serving in an area where a CAP presence may not extend.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approves a provision to the current membership regulations allowing our active duty service members deployed overseas, and/or, to a combat area to extend, or suspend their CAP membership for the period of their deployment.

ESTIMATED FUNDING IMPACT:

Cost of software development.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Concur in concept with extending the membership of individuals deployed to a combat zone. Would like the opportunity to work out the details of making the actual process work easily for both the member concerned and National Headquarters.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

Senior Advisor-Support concurs with the intent of the Agenda Item and recommends that the National Board approve the Agenda Item and allows the National Staff to work out the substantial logistical details that will be necessary. The Volunteer Staff further recommends that the member affected have his/her membership extended for the full period of their deployment to any area where hazardous duty pay is provided.

REGULATIONS AND FORMS AFFECTED:

To be determined.

NATIONAL BOARD ACTION

COL BROWN/AK MOVED and COL HAYDEN/ME seconded **the PROPOSED NATIONAL BOARD ACTION.**

COL PARRIS/CA MOVED TO AMEND and COL MOERSCH/FL seconded **the amendment to change the language to clarify active duty service members deployed for the full period of the deployment under orders to any location where hazardous duty pay is provided in accordance with that portion of the National Headquarters staff comments.**

COL WEISS/NFO MOVED TO POSTPONE and COL VAZQUEZ/MER seconded **the movement until staff has had time to work out the details.**

THE MOTION TO POSTPONE CARRIED UNANIMOUSLY

THIS ITEM WAS CONTINUED ON FRIDAY, 8 AUGUST 2008

COL BROWN/AK MOVED A SUBSTITUTE MOTION and COL DAVIDSON/NH seconded **that the National Board approves a provision to the current membership regulations allowing our active duty service members and civilian contractors deployed overseas and/or to a combat zone to extend or suspend their CAP membership for the period of their deployment plus 90 days.**

COL PARRIS/CA MOVED TO AMEND and COL MOERSCH/FL seconded **that "civilian contractors" be changed to "DoD civilian employees and individuals under direct contract with DoD."**

THE MOTION TO AMEND DID NOT PASS

COL PARRIS/CA MOVED TO AMEND and COL JENSEN/CT seconded **that "civilian contractors" be changed to read "Federal civilian employees and individuals under direct contract to the federal government."**

THE MOTION TO AMEND CARRIED

THE AMENDED MOTION CARRIED

The amended motion reads as follows:
"That the National Board approves a provision to the current membership regulations allowing our active duty service members and Federal civilian employees and individuals under direct contract to the federal government deployed overseas and/or to a combat zone to extend their CAP membership for the period of their deployment plus 90 days."

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 39-2, Civil Air Patrol Membership.

AGENDA ITEM 9 **ED** **Action**

SUBJECT: Consolidate Annual Awards Criteria in CAPR 39-3

Author: Col Skrabut **WY WG/CC – Col Skrabut**

INFORMATION BACKGROUND:

Each year, wings are asked to submit award nomination packages to region headquarters. The various award packages are submitted with different formats, e.g., the Cadet of the Year is submitted on a Form 58, the Frank G. Brewer-Civil Air Patrol Memorial Aerospace Awards are submitted on a Form 25, etc. The submission criteria for the awards also vary. Additionally, to determine which awards to submit, you must navigate through each regulation.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approves the consolidation of all annual awards criteria into CAPR 39-3 to include standardizing the format when possible.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

CAPR 39-3 is currently under revision and the plan is to attach a listing of all annual awards along with a reference for the governing directives of each. This would allow the commanders to find an easy reference to all awards in this regulation but allow the award criteria in certain technical areas to remain in their parent regulations.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

CAPR 39-3 has been revised and is in the final coordination stages with the NHQ staff. Many of the proposed changes have been included in the revision. CAP does not control the schedule for awards given at NCASE, but those under the control of CAP are being standardized.

The Promotion and Awards Team believes that the award criteria should remain with the regulation pertaining to the activity. This will give the members participating in that area better access to the criteria, and will greatly reduce the cost of regulation updates to 39-3 when a single criterion is modified. The revised CAPR 39-3 will include a specific reference to each award, its time schedule, and the location of the award criteria.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*
CAPR 52-16, *Cadet Program Management*
CAPR 62-1, *Civil Air Patrol Property Safety Responsibilities and Procedures*
CAPR 67-1, *Civil Air Patrol Property Regulation*
CAPR 100-1, *Communications*
CAPR 190-1, *Civil Air Patrol Public Affairs Program*
CAPR 210-1, *The Civil Air Patrol Historical Program*
CAPR 265-1, *The CAP Chaplain Service*
CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*

NATIONAL BOARD ACTION

COL SKRABUT/WY MOVED and COL CHAZELL/RMR seconded **the PROPOSED NATIONAL BOARD ACTION**

THE MOTION CARRIED UNANIMOUSLY

On Friday, 8 August 2008, the following action was taken:

COL KUDDES/NCR MOVED and COL DAVIDSON/NH seconded **that the National Board reconsider and that the National Board reverse its decision regarding Agenda Item 9 and allow the revisions to CAPR 39-3 to move forward without requiring that all award criteria be transferred from other existing regulations into CAPR 39-3, with the understanding that all "of the year awards" will be referenced in CAPR 39-3 and that the location of the award criteria will be referenced in CAPR 39-3 to aid members in locating the appropriate regulation.**

THE MOTION TO RECONSIDER AND APPROVE THE NEW MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and changes to CAPR 39-3 to include reference and location of award criteria for all "of the year awards."

AGENDA ITEM 10 **ED** **Action**

SUBJECT: "Of the Year" Awards Timeline

Author: Col Skrabut **WY WG/CC – Col Skrabut**

INFORMATION BACKGROUND:

Each year, wings are asked to submit award nomination packages to region headquarters. All of the various award packages have a NLT date of 15 February with the exception of the following awards:

- Frank G. Brewer-Civil Air Patrol Memorial Aerospace Awards (1 February)
- Crown Circle Award (1 January)
- A. Scott Crossfield Aerospace Education Teacher of the Year Award (1 February)
- Wing Historian of the Year Award (not clear when package due to region)
- Col Robert (Bud) V. Payton National PAO of the Year award (not clear when package due to region)
- CAP National Logistician of the Year (not clear when package due to region)
- Safety Officer of the Year Award (not clear when package due to region)

PROPOSED NATIONAL BOARD ACTION:

That the National Board approves the change of date for submission of all annual award packages to region level to be 15 February.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The Crown Circle and A. Scott Crossfield AE Teacher of the Year awards are no longer handled by Civil Air Patrol and should be deleted from consideration. Support aligning the submission dates for the other awards listed with the standard format listed below:

15 January - Unit submissions due to Wing Headquarters
15 February - Wing submission due to Region Headquarters
15 March - Region submissions due to National Headquarters

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

The revision to CAPR 39-3 is in final coordination with the NHQ staff and will consolidate the submission dates as requested. This rewrite should be all-inclusive and

include awards not listed above. Those awards not controlled by CAP will list the submission dates required by the organization controlling the award such as the Brewer family, NCASE, etc.

REGULATIONS AND FORMS AFFECTED:

CAPR 62-1, *Civil Air Patrol Property Safety Responsibilities and Procedures*
CAPR 67-1, *Civil Air Patrol Property Regulation*
CAPR 190-1, *Civil Air Patrol Public Affairs Program*
CAPR 210-1, *The Civil Air Patrol Historical Program*
CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*

NATIONAL BOARD ACTION

COL SKRABUT/WY MOVED and COL CARR/GLR seconded **the PROPOSED NATIONAL BOARD ACTION**

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Notification to the field of change in submission dates for all awards and change to regulations affecting all annual awards.

AGENDA ITEM 11 **ED** **Action**

SUBJECT: Clarification of Special Appointment Promotion Authority

Author: Col Saile **MI WG/CC – Col Saile**

INFORMATION BACKGROUND:

There has been disagreement between the field and NHQ regarding the interpretation of CAPR 35-5 regarding the approval authority for Special Appointment promotions to the grade of Captain for unit commanders.

CAPR 35-5, Section A GENERAL PROVISIONS, paragraph 5. Promoting Authority, subparagraph f. Captain states:

"**f. Captain.** The group commander is the promoting authority for members assigned to group headquarters and subordinate units of the group except professional appointment promotions. The wing commander is the approving authority for professional appointment promotions. NOTE: In the absence of a group structure, the wing commander is the approving authority for promotions to the grade of captain for members of the wing."

Figure 1. attempts to further clarify by stating:

...	
Major	Wing Commander
Captain	**Group Commander**
First Lieutenant	Squadron Commander
Second Lieutenant	Squadron Commander
Flight Officers/NCOs	Squadron Commander

If a wing does not have a group structure, the wing commander is the approving authority for promotions to captain.

NOTE: Wing commander is approving authority for all professional appointments regardless of grade

However, CAPR 35-5, Section C SPECIAL APPOINTMENTS, paragraph 13. Commander Appointments, subparagraph d. Squadron Commander states:

"Wing commanders may advance a senior member to the grade of first lieutenant concurrent with the member's appointment as squadron commander. He or she becomes eligible for promotion to captain at the end of 1 year's service as squadron commander. NOTE: Commanders of State Legislative Squadrons may be advanced to the grade of lieutenant colonel concurrent with the member's appointment."

National Headquarters/DP has been emphatic in their interpretation that this paragraph supersedes the paragraph in Section A, paragraph 5. f. and wants the Wing Commander to approve all promotions for unit commanders in this category, whether

the Wing has a Group structure or not. As this has been an ongoing problem, the National Board needs to clarify the issue.

PROPOSED NATIONAL BOARD ACTION:

That the National Board approves the following:

That CAP Regulation 35-5 Section A paragraph .5, subparagraph f, takes precedence over CAPR 35-5, Section C, paragraph 13, subparagraph d.

Further, that the National Board authorizes CAPR 35-5, Section C, paragraph 13, subparagraph d, to be changed to read:

Option A
"d. Squadron Commander. Wing commanders *in Wings without a group structure or Group Commanders in Wings with a group structure* may advance a senior member to the grade of first lieutenant concurrent with the member's appointment as squadron commander. He or she becomes eligible for promotion to captain at the end of 1 year's service as squadron commander. NOTE: Commanders of State Legislative Squadrons may be advanced to the grade of lieutenant colonel concurrent with the member's appointment

Or

Option B
d. Squadron Commander. *A senior member may be advanced to the grade* of first lieutenant concurrent with the member's appointment as squadron commander. He or she becomes eligible for promotion to captain at the end of 1 year's service as squadron commander. NOTE: Commanders of State Legislative Squadrons may be advanced to the grade of lieutenant colonel concurrent with the member's appointment

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

No objection; however, CAPR 20-3, *Charters and Other Organization Actions*, states the Wing Commander is the approving authority for all organization changes affecting units of his/her command. If the National Board wishes to authorize Group Commanders to promote individuals appointed as squadron commanders they may also wish to consider authorizing these same Group Commanders to appoint individuals to these squadron commander positions.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

The National Promotion and Awards Team believe the regulation as written is appropriate based on existing requirements. If the National Board believes it is appropriate to permit a Group Commander to promote a Squadron Commander, the Team believes it should only be for the promotion to the grade of Captain. This is based on the requirement that the Wing Commander must approve the appointment of a member as a Squadron Commander, and a promotion to the grade of First Lieutenant by the appointing officer, if necessary, appears appropriate.

REGULATIONS AND FORMS AFFECTED:

CAPR 35-5, *CAP Officer and NCO Appointments and Promotions*

NATIONAL BOARD ACTION

COL SAILE/MI MOVED and COL ANDREU/NY seconded **the PROPOSED NATIONAL BOARD ACTION (PART I—first paragraph/proposal)**

During discussion there was note of confusion over promotions and clarification of being a matter of special promotions versus professional development promotions. An opinion was expressed that special promotions should be the purview of a corporate officer—in this section the wing commander—and all other promotions under professional development in accordance with current regulations.

COL WEISS/NFO MOVED TO POSTPONE and COL CHAZELL/RMR seconded **the movement to allow time for the proper staff to work out the details and present later in this meeting or at a future board.**

THE MOTION TO POSTPONE CARRIED UNANIMOUSLY

The following action was taken on Friday, 8 August 2008:

COL SAILE/MI MOVED A SUBSTITUTE MOTION and COL CARR/GLR seconded **that the National Board approve that CAPR 20-1, CAPR 20-3, and CAPR 35-5 be aligned with each other in regard to appointment authority and appointment procedures of subordinate unit commanders and promotion authority and promotion procedures for subordinate unit commanders, and the staff be given the opportunity to work out the details.**

BRIG GEN COURTER/CC called for a vote to accept the substitute motion as opposed to continuing with the original motion as written.

THE MOTION TO ACCEPT THE SUBSTITUTE MOTION CARRIED

THE SUBSTITUTE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: National Headquarters staff authorized to work out the details to align CAPR 20-1, CAPR 20-3, and CAPR 35-5 with regard to appointment and promotion authority and procedures for subordinate unit commanders.

AGENDA ITEM 12 **ED** **Action**

SUBJECT: Elimination of SSAN from TA and MSA

Author: Col Rushing **SER/CC – Col Rushing**

INFORMATION BACKGROUND:

CAPR 10-3 makes provision for the format of a Travel Authorization (TA) and Military Support Authorization (MSA) issued by the CAP-USAF Liaison Region, both of which require a listing of members and their Social Security numbers (SSAN). With the increasing problem of identity theft by use of SSAN, there is a very high level of sensitivity to providing SSAN for any reason. Each CAP member is assigned a CAPID which is indicated on their membership card. The CAP membership card along with a government issued photo identification card should suffice as identification with a valid number reference to each member listed on the TA and/or MSA. Recent publicity has indicated that the US military is dropping the use of SSAN in their identification cards due to the identity theft issue.

PROPOSED NATIONAL BOARD ACTION:

That the National Board requests the CAP-USAF Commander to approach the Air Force requesting to replace the SSAN on TA and MSA with the CAPID number.

ESTIMATED FUNDING IMPACT:

None.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Removal or reduction of members' SSAN from CAP processes is being analyzed by Members Affairs Advisor and National Headquarters Staff. We recommend requesting that the SSAN's be removed without suggesting a replacement. USAF has, on occasion, used the phrase "on file" in place of the SSAN.

CAP-USAF HEADQUARTERS' COMMENTS:

On 2 July 2008, CAP-USAF/CC sent guidance to all CAP-USAF personnel who prepare MSAs to discontinue use of full SSAN and only list the last four digits as well as the CAP ID number. CAP-USAF will research TA to determine if SSAN is required.

ADVISOR / NATIONAL STAFF COMMENTS:

The Senior Advisor-Support and Membership Services Advisor have been working this issue with the NHQ General Council and CAP-USAF for a substantial period of time. The problem has proven difficult to resolve for a number of reasons, and we welcome the support of the National Board as we continue to work toward an acceptable resolution for this important membership issue.

REGULATIONS AND FORMS AFFECTED:

CAPR 10-3, *Administrative Authorizations* and the TA and MSA forms.

NATIONAL BOARD ACTION

COL RUSHING/SER stated that in view of the CAP-USAF comments on actions already underway in regard to safeguarding SSANs, he wanted to change his proposed action.

COL RUSHING/SER MOVED and COL JENSEN/CT seconded **that the National Board approve a policy that all references to SSANs in CAPR 10-3 be changed to "CAP ID number" or in the case of more stringent requirements of the Air Force the last four number of the SSAN, and secondly, the National Board requests that the CAP-USAF Commander further research Air Force requirements for use of the SSAN on TAs.**

COL ANDREU/NY MOVED TO AMEND and COL LEE/PA seconded **the amendment to include the local 201 file (which includes the CAP membership form containing the SSAN and Counterdrug application at the local level).**

COL HODGKINS, USAF, clarified that his intent was to stop including full SSAN on MSAs and TAs that were for routine actions. He further clarified that there would be times when members would need to include the full SSAN, such as riding military airlift to travel or an orientation ride, for the passenger manifest. He added that base commanders can be more stringent if they so choose.

The chair ruled that since the amendment had been discussed, it could not be withdrawn as requested by Col Andreu/NY.

THE MOTION TO AMEND FAILED

COL MILLER/NV MOVED A SUBSTITUTE MOTION **that the National Board approve that CAPR 10-3 be rewritten insofar as SSAN are concerned, that units are authorized to use three alternatives in order of priority: CAP ID, last four of the SSAN, full SSAN as required by local conditions, and further request CAP-USAF Commander to approach the Air Force for clarification of Air Force policy.**

Due to time constraints, this item was deferred for completion until Friday, 8 August 2008.

THIS ITEM WAS CONTINUED ON FRIDAY, 8 AUGUST 2008

COL RUSHING/SER MOVED A SUBSTITUTE MOTION and COL BENCKERT/VT seconded **that the National Board approve a policy that CAP prefers not to use full SSANs on documents that receive wide circulation such as MSAs and TAs; that the National Board requests the help of the CAP-USAF staff to obtain Air Force agreement; that CAPR 10-3 will be revised to allow either CAP ID, last four**

digits of the SSAN or full SSAN as dictated by local military requirements and, if acceptable to local authorities, full SSANs will be redacted on personal copies.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: (1) Request to CAP-USAF to obtain Air Force agreement to limit use of full SSAN; and (2) Implementation of policy, notification to the field, and change to CAPR 10-3.

AGENDA ITEM 13 **ED** **Action**

SUBJECT: Community Service Ribbon for Officers

Author: Col Lee **PA WG/CC – Col Lee**

INFORMATION BACKGROUND:

Officer members of Civil Air Patrol often donate a great deal of time performing community service outside of CAP. Whether in conjunction with our cadets, as a personal commitment or as an outreach effort within the community, many officer members build strong bonds between CAP and their communities through their service. Perhaps even more important as we encourage and recognize cadets for their community service is the example these officers provide to our cadets and others in the community by their own selfless acts of service. As the regulation is currently written, the community service ribbon is available only to cadets who perform a minimum of 60 hours of Community Service outside of CAP. There is no provision for multiple awards for cadets or any recognition for officer members at all.

In just one squadron where community service is recorded faithfully, 32 cadets and 17 officers have exceeded the requirements for the award, some by as much as **nine-fold**. One cadet has volunteered 528.5 hours and one officer exceeded 558 hours. These dedicated members who participate fully in the CAP program do much to build strong ties and favorable reputation for CAP and should be recognized.

PROPOSED NATIONAL BOARD ACTION:

The National Board authorizes the Community Service Ribbon for Officer Members and authorizes additional awards of the ribbon for higher levels of service through devices to be attached to the ribbon.

ESTIMATED FUNDING IMPACT:

Funding impact is expected to be negligible as the ribbon and the devices already exist.

CAP NATIONAL HEADQUARTERS' COMMENTS:

No objection; however, the intent of this ribbon was to recognize community service outside of CAP. If the National Board wishes to authorize adult members to earn the award as well as authorize clasps for each additional 60 hours of service, recommend they re-confirm that this service is to be outside the boundaries of CAP activities. Squadron participation in community events does not count toward volunteer hours to earn this award.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

CAPR 39-3 is currently being revised, and will include a provision for multiple awards of this ribbon for Cadets by attaching clasps to the ribbon (details of the device are being staffed). The Promotion and Awards Team is not in favor of extending this award to Senior Members. The initial intent was to encourage young men and women to get involved in their communities whether they were in a traditional or home school environment.

If the National Board believes a community service award for adult members is important, the Team believes that specific criteria should be established similar to the levels of involvement already established for the Commander's Commendation, Meritorious Service Award, etc. This would eliminate granting an award simply for attendance or presence at activities that Civil Air Patrol has no involvement in, nor control over. The Team would be happy to staff such a proposal for the NB if directed.

REGULATIONS AND FORMS AFFECTED:

This authorization will require an update to the CAPR 39-3, Award of CAP Medals, Ribbons and Certificates to allow for Officers to be eligible for the award and to provide for additional awards. Precedence is already determined.

NATIONAL BOARD ACTION

COL LEE/PA MOVED and COL KUDDES/NCR seconded **that the National Board authorizes the Community Service Ribbon for Senior Members and authorizes additional awards of the ribbon for higher levels of service through devices to be attached to the ribbon, and emphasis placed on the fact that this ribbon is for non-CAP community service with referral back to the Awards and Promotions Committee for specific criteria and reporting requirements.**

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Referral to the Awards and Promotions Committee and inclusion in current revision of CAPR 39-3, Membership Termination.

AGENDA ITEM 14 **ED** **Action**

SUBJECT: Authorize a 3 Month Window to Activate Cadet Applications to Convert to Senior Membership

Author: Large Wing Affinity Group PA WG/CC - Col Lee

INFORMATION BACKGROUND:

Cadets who would otherwise sign and submit applications for senior membership often delay the process to maintain their cadet membership for as long as possible while working on achievements or for activities, position or affiliation reasons. Currently, as soon as a cadet who is over 18 years of age submits an application for senior membership, it is processed right away and the cadet is converted immediately to senior member status. This is also often a very busy time for the cadet in college, school or the entry/learning level of employment. Their attention is rightly focused on important, although competing, priorities. Through pushing off the conversion to senior and the press of other academic or work pressures, these cadets miss the timing to make the conversion on their 21st birthday and, because Membership Services is precluded from following the directive to automatically convert these cadets to seniors on their 21st birthday without a signed application and fingerprint card, these cadets are dropped from membership. By the time these former cadet members realize that they missed the slim cut-off margin and their membership has lapsed, it is too late. The hurdles imposed and time required reapplying, almost from scratch, including finding, collecting and submitting records and qualifications that have now dropped from the database makes that task difficult and discouraging. These cadets are an important resource to the future, sustainment and growth of Civil Air Patrol. They are already oriented to the organization and can contribute much quicker than a new "*ab initio"* senior member.

The proposal is to allow the cadet to submit his or her application for senior membership any time within 90 days prior to their 21st birthday and have the effective date of their conversion to senior status be their 21st birthday. By providing the ability to delay activation of a cadet's senior membership, the cadet will be able to react as their schedule and time permits feeling free to submit the application and still maintain the cadet membership as long as possible. The cadet will not have to "time" the application to hit National HQ on or about his or her 21st birthday or suffer being dropped because other priorities at this critical time diverted his or her attention. Easing the path to maintaining association and membership is important to keeping a contributing senior member later.

PROPOSED NATIONAL BOARD ACTION:

The National Board authorizes a mechanism that allows a 90 window prior to the cadet's 21st birthday for a cadet to submit an application for senior membership and delay activation of that conversion until the 21st birthday.

ESTIMATED FUNDING IMPACT:

This approval is expected to require some programming changes in our membership system to allow Membership Services to process an application and code it to take effect upon the member's 21st birthday. Other funding impact is expected to be negligible.

CAP NATIONAL HEADQUARTERS' COMMENTS:

Implementation of this policy will require a significant amount of software development for the benefit of only a very limited number of cadets. Currently there are only 499 twenty-year old cadets in CAP.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

The Support Staff, including Cadet Programs, has no objection to this Agenda Item in theory. It affects only a small percentage of the membership (approximately 3 percent). The implementation of this change is not, however, a simple one and we wonder if the benefits will offset the cost of implementation especially given the existing load on the IT staff and the projects which will therefore be delayed.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-2, *Civil Air Patrol Membership*

NATIONAL BOARD ACTION

COL LEE/PA MOVED and COL PEARSON/PCR seconded **that the National Board authorizes a mechanism that allows a 90-day window prior to the cadet's 21st birthday for a cadet to submit an application, finger-print card, and application packet for senior membership and delay activation of that conversion until the 21st birthday.**

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 39-2, Civil Air Patrol Membership.

AGENDA ITEM 15 **ED** **Action**

SUBJECT: Authorize Patron Membership Status for Cadets Turning 21

Author: Large Wing Affinity Group **PA WG/CC - Col Lee**

INFORMATION BACKGROUND:

Cadets are an important resource to the future, sustainment and growth of Civil Air Patrol. Civil Air Patrol members dedicate numerous hours in developing cadets to be participating citizens and future leaders in our communities and the military. Certainly Civil Air Patrol can benefit from their training and knowledge of the organization. Typically, though, during their last two or three eligible cadet years, a great deal of their attention is devoted to college or other career development. When a cadet reaches 21 years of age, National Headquarters is directed to convert him or her to senior membership automatically for the remaining period of their membership until it expires (unless the cadet's birthday is in the same month as expiration). Unfortunately without a signed membership application permitting a background check and a fingerprint card, Membership Services is precluded from complying with the regulation. We then lose that cadet. They must either have submitted their signed application to become a senior member or they are dropped from membership. We often lose these cadets since their attention is rightly focused elsewhere at this critical time in their lives. By the time they have the time and freedom to again look at getting involved, their association with CAP has been too long broken and must now compete with other draws on their volunteer time.

Maintaining the association and membership is important at this period in time. Maintaining membership keeps them belonging to the organization and as time becomes more available to volunteer, they have a built in pathway to reengage, eliminating or reducing the competitive pressure from other draws.

PROPOSED NATIONAL BOARD ACTION:

The National Board authorize converting cadets to patron member status as they reach the age of 21, when it becomes necessary to convert to senior member, if the cadet has not already submitted the signed application and fingerprint card.

ESTIMATED FUNDING IMPACT:

Converting and maintaining a cadet member to patron status rather than dropping them will have minimal cost impact. Records are electronic and the conversion can be automatic upon the expiration of the cadet's membership in the year he or she reaches 21 unless Membership Services processes a signed application for senior membership. The benefit of maintaining the records and achievements, allowing for an easier re-affiliation for those cadets, now seniors, allows for no loss in service, achievement, rank or training. This will provide a higher percentage of conversion and increased revenue to the organization, regions and wings.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The system currently terminates the cadet membership upon the 21st birthday. It would be a fairly simple process to convert these memberships to patron status until the end of the current membership year or until the individual applies for regular senior membership.

CAP-USAF HEADQUARTERS' COMMENTS:

Concur.

ADVISOR / NATIONAL STAFF COMMENTS:

The Support Staff, including Cadet Programs, has no objection. The system currently terminates cadet membership on the 21st birthday and converting these memberships to Patron status until the end of the current membership year or until the individual applies for regular Senior membership will be a fairly simple process.

REGULATIONS AND FORMS AFFECTED:

CAPR 35-3, *Membership Termination*
CAPR 39-2, *Civil Air Patrol Membership*

NATIONAL BOARD ACTION

COL LEE/PA MOVED and COL PARRIS/CA seconded **the PROPOSED NATIONAL BOARD ACTION.**

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 35-3, Membership Termination; and CAPR 39-2, Civil Air Patrol Membership.

AGENDA ITEM 16 **ED** **Action**

SUBJECT: Authorize $10 Membership Dues Discount to Cadets Becoming Senior Members until 25 Years of Age

Author: Large Wing Affinity Group **PA WG/CC-Col Lee**

INFORMATION BACKGROUND:

Cadets are an important resource to the future, sustainment and growth of Civil Air Patrol. Civil Air Patrol members dedicate numerous hours in developing cadets to be participating citizens and future leaders in our communities and the military. Certainly Civil Air Patrol can benefit from their training and knowledge of the organization. Typically, though, during their last two or three eligible cadet years, a great deal of their attention is devoted to college or other career development. At this period of time funds are often short as they complete studies and begin entry level position in their work life. In recognizing the investment Civil Air Patrol has in these members and their value to the organization in keeping them associated and involved, providing a break in their dues will encourage these cadets, now senior members to maintain their membership by making it financially easier during this time in their lives as well as providing recognition of their value.

Maintaining the association and membership is important at this period in time. Maintaining membership keeps them belonging to the organization and as time becomes more available to volunteer, they have a built in pathway to reengage, eliminating or reducing the competitive pressure from other draws.

PROPOSED NATIONAL BOARD ACTION:

The National Board approves a $10.00 membership dues discount to cadets who convert to senior membership until they reach 25 years of age.

ESTIMATED FUNDING IMPACT:

Providing a $10.00 discount will have the dual impact of reducing revenues from those members as well as increasing revenues due to keeping cadets that would have let their membership lapse, thus increasing membership. Though Membership services can estimate the number of cadets we currently keep and would be eligible for the discount, further study will be necessary to estimate reasonable numbers for those cadets we would now capture and maintain that would otherwise have allowed their membership to lapse.

CAP NATIONAL HEADQUARTERS' COMMENTS:

The item doesn't say where the $10 discount would come from--National dues, Wing, Region dues or all three. Implementation of the policy presented here will require extensive programming changes to be able to track who these individuals are and how long they qualify for the discount. Would this discount apply to 21-25 year old senior members who were not cadets? Implementation would be much simpler if the discount applied to all senior members aged 21-25.

CAP-USAF HEADQUARTERS' COMMENTS:

None.

ADVISOR / NATIONAL STAFF COMMENTS:

Dues structure is the responsibility of the National Board. The Support Staff does, however, point out that the Agenda Item, if passed, must identify where the discount is to be deducted from (Wing, Region, National, percentage, etc). We also note that a substantial amount of programming will be required to track who these individuals are, how long they qualify for the discount, and identify those who now may qualify but have passed their 21st birthday.

REGULATIONS AND FORMS AFFECTED:

CAPR 39-2, *Civil Air Patrol Membership*

NATIONAL BOARD ACTION

COL LEE/PA MOVED and COL DAVIDSON/NH seconded **that the National Board approves a $10.00 membership dues discount from national dues to all Senior members 18 through 24 years of age.**

COL LEE/PA MOVED TO AMEND and COL BENCKERT/VT seconded **the amendment for an effective date of 1 October 2008.**

THE MOTION TO AMEND CARRIED UNANIMOUSLY

THE AMENDED MOTION CARRIED

FOLLOW-ON ACTION: Implementation of policy, notification to the field, and change to CAPR 39-2, Civil Air Patrol Membership

AGENDA ITEM 17 **IG** **Information**

SUBJECT: Availability of Investigating Officers (IO)

Author: Col Hughes **GA WG/CC – Col Hughes**

INFORMATION BACKGROUND:

There is currently a severe shortage of qualified members who can act as Investigating Officers (IO) during a formal complaint investigation under CAPR 123-1 and 123-2. CAPR 123-1, Para 5, e1 prohibits Commanders and Vice Commanders from serving as Inspectors General and Investigating Officers during investigations. Upon completion of their tenure, there are a number of potentially qualified members who could assist CAP greatly by serving as an Investigating Officer.

PROPOSED NATIONAL BOARD ACTION:

That the National Board urge former commanders to participate in the training and serve as Investigating Officers.

NATIONAL BOARD ACTION

COL HUGHES/GA requested that National Board members read the information and recommendation included in the agenda item which speaks to the severe shortage of qualified members who can act as Investigating Officers. He urged that upon tenure completion, qualified members who have been wing commanders serve as IOs.

BRIG GEN COURTER/CC also urged that colonels, upon completing service, take the opportunity to become engaged in other parts of the CAP program as well, whether it's National Cadet Special Activity Directors, committees, staff members, or staff positions. Gen Courter stated that there are currently 463 colonels in CAP and that she would love to know and work with every one of them.

AGENDA ITEM 18 **MD** **Information**

SUBJECT: OPSEC for Members

Author: Gen Courter **CAP/CC – Gen Courter**

INFORMATION BACKGROUND:

OPSEC training is required for all CAP members. Even though the training is available online, some wings have a difficult time getting all of their members to comply. Compliance can be attained by either the online OPSEC training or the members may be trained in person.

PROPOSED NATIONAL BOARD ACTION:

No action requested. During the board meeting, the Operations Qualifications (OPS Quals) process will be discussed and/or viewed online.

NATIONAL BOARD ACTION

BRIG GEN COURTER/CC reminded the NB that OPSEC is required for all members and is available on-line. However, she added that there are ways to obtain this training without having to go on-line and requested that Mr. John Salvador present information.

MR. SALVADOR/NHQ/MD presented a slide briefing on receiving OPSEC training either on-line, in a classroom, or via individual briefing.

AGENDA ITEM 19 DV

SUBJECT: Advisor and Staff Reports
CAP/CS – Col Chitwood

Advisors

Due to time constraints, these reports will be sent to National Board members.

1. Senior Advisor, Support	Col Guimond
2. Senior Advisor, Operations	Col Skiba
3. Communications Team Leader	Lt Col Marek
4. CAP Inspector General	Col Linker

AGENDA ITEM 20

SUBJECT: Old Business

1. ITEM: CAP NCO Corps

Agenda Item 14; Nov 07 NEC – Col Carr

CAP NCO Corps

NEC ACTION

That the National Executive Committee vote to approve the concept of future promotions for former military NCOs; task the working group to develop promotion criteria for each grade, and present a proposal to the May 2008 NEC.

Also, approve the working group to consider concept of individuals without prior military service being eligible for promotion to NCO grades. The working group is to develop a program for these individuals to earn NCO grades through CAP participation and training. This plan should be presented to the summer 2008 National Board for consideration.

August 2008 NB ACTION:

CSMGT WALPUS, Chief Master Sergeant of CAP, presented a slide briefing on the proposals of the working group for individuals with prior military service to earn NCO grades through CAP participation and training. The proposal is for the National Board to consider approving the basic promotion program for submission to CAP-USAF for comments and further review.

In response to a question as to how the Air Force may perceive this proposal, Col Hodgkins, USAF, responded that CAP-USAF supports the concept and stated that the distinctive rank insignia, promotion and grade structure would probably be approved at Air Force level. He expressed an opinion that CAP needs to develop refinements on exactly how the role of the NCO will be perceived in CAP in the future, which needs to be a part of the package that goes forward to the Air Force.

COL PARRIS/CA MOVED and COL LEE/PA seconded **that the National Board approve the NCO promotion progression information as presented in the slide briefing for presentation to CAP-USAF for Air Force guidance, which will then be considered by the National Board prior to forwarding for Air Force approval.**

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: (1) Development of a package for submission to CAP-USAF to seek Air Force guidance; (2) After response from CAP-USAF, consideration of suggested changes and guidance by the National Board; and (3) Inclusion in the 2009 Winter National Board Agenda.

AGENDA ITEM 21

SUBJECT: New Business

1. ITEM: Cadet to Senior Membership Transition

COL ANDREU/NY MOVED and COL LEE/PA seconded **the PROPOSED NATIONAL BOARD ACTION, EXCEPT AS FOLLOWS:**

a. On line 3, delete the words "who have achieved the Mitchell (or higher) award" between the words "cadets" and "when."

b. Delete the third bullet: "CAP Form 2 (C2S) for automatic promotion to an appropriate grade based upon the cadet achievements accomplished."

Proposal would read:

The National Board approve the development of an "Invitation to Senior Membership" packet and the implementation of the process whereby this "Invitation" is automatically sent to all cadets when the database flags them at 21 years of age. This packet should include:

- **CAP Form 12**
- **FBI Fingerprint Card**
- **Instructions for completion of the forms**
- **A sharp brochure targeted toward marketing the benefits of the senior program to trained cadets, explaining their value to the program**
- **A personalized, signed letter of invitation from the National Commander including information such as the accomplishments of that cadet.**

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Development of an "Invitation to Senior Membership" packet; implementation; notification to the field; and procedural changes to appropriate regulations.

2. ITEM: Chaplain Professional Development

COL HUGHES/GA MOVED and COL SHARP/CCS seconded **the PROPOSED NATIONAL BOARD ACTION.**

Proposal would read:

The National Board approve a change to CAPR 50-17, CAP Senior Member Professional Development Program, to eliminate the substitution of the CAPP 221 (Chaplain's Specialty Track Study Guide) correspondence course for the SLS and the CAPP 221A (Chaplain's Specialty Track Study Guide, focusing on

supervisory role of chaplains at higher echelons) correspondence course for the CLC. This will become effective immediately.

THE MOTION CARRIED UNANIMOUSLY

FOLLOW-ON ACTION: Implementation of policy, notification to the field; changes to CAPR 50-17, CAPR 265-1; and the revision of CAPP 221, CAP 221A and CAPP 265-4.

3. ITEM: Modification of CAP Distinctive Uniform for Hot Weather Flying

Proposed action:

That the National Board approve amending CAPM 39-1, and CAPR 60-1 to authorize the following optional uniform:

A CAP distinctive optional hot weather flying uniform as follows: Currently authorized CAP polo shirt, khaki shorts in a sand (medium tan) color, white socks and white tennis type shoes. Civilian headgear may be worn and the CAP baseball cap may be worn. No insignia of any type would be worn other than what might be embroidered on the polo shirt

The authorization for wear of this hot weather flying uniform rests with the wing commander based upon current or anticipated high temperature conditions. Members must be cautioned that this uniform provides no skin protection from fire or sunburn. Uniform may not be worn for any purpose other than flight, may not be worn for normal meetings or while performing other mission positions.

COL DIDUCH/NER MOVED and COL GAGLIARDI/RI seconded **the PROPOSED NATIONAL BOARD ACTION**

COL PHELKA/CO MOVED TO AMEND and COL VAZQUEZ/MER seconded **the amendment to strike all reference to head gear in this motion (head gear allowable but not required).**

THE MOTION TO AMEND CARRIED

COL VAZQUEZ/MER MOVED TO AMEND and COL CHITWOOD/CS seconded **the amendment for wing or region commander approval to wear the proposed hot weather optional uniform item.**

THE MOTION TO AMEND CARRIED

During discussion, several members expressed opinions that there were already enough CAP uniforms to meet the needs of hot weather flying.

THE AMENDED MOTION FAILED TO PASS

4. ITEM: Eliminate Term "Officer Members" When Referring to "Senior Members"

COL SAILE/MI MOVED and COL MILLER/NV seconded **that the National Board approve a policy to eliminate the term "Officer Members" as a substitute term for the category of membership known as "Senior Members."**

There was clarification that the term "Officer Members" was never changed in regulations or policies. Its use was intended only for external presentations, but is sometimes now used internally.

THE MOTION CARRIED

FOLLOW-ON ACTION: Notification to the field.

5. ITEM: Grades of National Commander and National Vice Commander

BRIG GEN COURTER/CC MOVED and COL REGGIE CHITWOOD/CS seconded **that the National Board vote to amend CAPR 35-5(a) and (b) as referenced below (underlined):**

"5. Promoting Authority

a. Major General. The grade of major general is a temporary grade reserved for members who serve as National Commander, CAP. Promotion to this grade is concurrent with election to this position by the National Board. The individual when no longer serving as National Commander will retain his/her temporary grade until the National Executive Committee affirmatively votes to make the grade of Major General permanent after the successful completion of the duty assignment for the betterment of the Civil Air Patrol. The National Executive Committee must act to confirm the permanent status of the grade of Major General within 18 months of the completion of the assignment or the individual shall automatically revert to their previous permanent grade. Such appointments are announced in personnel actions published by National Headquarters. Individuals serving in the position of National Commander prior to 1 December 2002 are not eligible for the grade of major general and will retain previous permanent grade of brigadier general.

b. Brigadier General. The grade of brigadier general is a temporary grade reserved for members who serve as National Vice Commander, CAP, after 1 December 2002. Promotion to this grade is concurrent with election to this position by the National Board. Individuals who served in the position of National Vice Commander prior to 3 March 2007 are not eligible for the permanent grade of brigadier general and will return to their previous permanent grade of colonel if not elected as National Commander. The individual when no longer serving as National Vice Commander will retain his/her temporary grade until the National Executive Committee affirmatively votes to make the grade of Brigadier General permanent after the successful completion of the duty assignment for the betterment of the Civil Air Patrol. The National Executive Committee must act to confirm the permanent status of the grade of Brigadier General

within 18 months of the completion of the assignment or the individual shall automatically revert to their previous permanent grade. If an individual is elected to the position of National Commander and has not previously served as National Vice Commander in the grade of brigadier general, he/she will be promoted to the grade of brigadier general for 1 year. At the end of this 1-year period, promotion to the grade of major general will be with the concurrence of the National Executive Committee. Such appointments are announced in personnel actions published by National Headquarters."

COL EGGEN/AZ MOVED TO AMEND and COL SMITH/TX seconded **the amendment that the National Board approve a change to the proposal that if there is not an affirmative vote taken by the NEC within 18 months that the temporary grade becomes the permanent grade.**

THE MOTION TO AMEND FAILED TO PASS

BY MAJORITY WRITEN BALLOT THE MOTION CARRIED (The vote was: Yes, 58; No, 5; Abstain, 1)

FOLLOW-ON ACTION: Implementation of policy and change to CAPR 35-5.

ADMINISTRATIVE ANNOUNCEMENTS

The Summer National Board meeting, 7 – 8 August 2008, was dedicated to the memory and service of former National Commander, Brig Gen Lyle W. Castle (1965 - 1968) who passed away on 1 July 2008 at the age of 85. Special recognition and a gift were presented to his widow, Mrs. Myrna Castle.

Preceding the agenda items, remarks were made by Brig Gen Courter, Interim National Commander; Mr. Don Rowland, Executive Director; and Col Russell Hodgkins, Jr., USAF, CAP-USAF Commander and Air Force Senior Advisor.

Brig Gen Courter/CC recognized special guests including Maj Gen Henry "Hank" Morrow, USAF, 1st Air Force Commander, AFNORTH Commander, and a member of the CAP Board of Governors; Lt Gen Nicholas "Nick" Kehoe, USAF (Ret), member of the CAP Board of Governors; Mr. Tom Brock, Air Force Association; Mr. Greg Romano, Aircraft Owners and Pilots Association (AOPA);

Brig Gen Courter/CC recognized the attendance of former National Commander Maj Gen Richard "Rick" Bowling (2001 - 2004) and current Chairman of the CAP Board of the Board of Governors, as well as Col John Tilton, Member-at-Large, CAP Board of Governors. Also recognized were the following named additional former National Commanders: Brig Gen Hal DuPont (1970 – 1973); Brig Gen William "Pat" Patterson (1973 – 1976); Brig Gen Richard "Rich" Anderson (1993 - 1996); Brig Gen Paul Bergman (1998 - 2001), and Maj Gen Dwight Wheless (2004 – 2005).

Brig Gen Courter/CC also recognized her National Staff; Chairperson, Senior Advisor, and members of the National Cadet Advisory Council; and National Cadet Programs Team Leader. Also recognized were the CAP-USAF Vice Commander and other Air Force personnel in attendance who were thanked for their service.

Brig Gen Courter/CC additionally recognized General Charles Tourneau, Commanding General from the United States Army Cadet Corps

Col Chitwood/CS announced the following named new commanders and Brig Gen Courter/CC presented their National Board badges:

MER Col Joseph R. Vasquez/CC and NEC member

GLR Col Gordon A. Larson/IL

SER Col James W. Hughes/GA

NCR Col Regina M. Aye/KS
Col Thomas B. Theis/MN

RMR Col David A. Guzman/ID

Brig Gen Courter/CC recognized the following named outgoing wing commander and national officers, and expressed appreciation for their service:

MER Col Larry J. Ragland/NC

SER Col Herman Liboy/PR

National Legal Officer, Col Andrew Worek
Chief of Chaplain Service, Chaplain, Col, Charles Sharp
National Controller, Col Rodney Moody

Brig Gen Courter/CC noted the distribution of financial statements to the wing commanders to provide information on their balance sheets and the appropriate list of funded support for the wings (actual missions, Counterdrug missions, training missions, cadet orientation flights, etc.).

Brig Gen Courter/CC also noted the distribution of a booklet entitled "Critical Thinking," which will hopefully help guide the thinking of commanders as CAP moves forward.

Brig Gen Courter/CC announced that the individual committee reports, the Safety Report, the Historical Foundation Report, and a copy of the Marketing video will be sent to National Board members.

Brig Gen Courter/CC expressed appreciation to those who took time in the aerospace education area with the Space Shuttle—the spot landing—which was fun. There were certificates for the best pilots: Third Place, Col Tom Benckert/VT; Second Place, Col Ed Phelka/CO; and First Place, Col Mike Beason/SD.

There was a ceremony promoting Lt Col Barry S. Herrin to the grade of Colonel upon being confirmed as the new National Legal Officer.

Brig Gen Courter/CC presented the Third Place Award for Drill Team Competition. Utah Wing, Col Robert Bost/CC, and Rocky Mountain Region, Col Russell Chazell/CC received the award on behalf of the team and with apologies that, due to an oversight, this award was not presented at the National Cadet Competition.

Brig Gen Courter/CC expressed appreciation to the National Board members for all the business that was conducted, the conversations, and the great work that is happening in the learning labs and everywhere across the conference.

There was an announcement that the 2009 National Convention and National Board Meeting will be held 2 – 5 September 2009 at the Marriott San Antonio Rivercenter, San Antonio, TX.

THE NATIONAL BOARD MEMBERS MOVED and seconded that the National Board Meeting adjourn.

THE MOTION TO ADJOURN CARRIED UNANIMOUSLY

THE NATIONAL BOARD ADJOURNED AT 2230, SATURDAY, 9 AUGUST 2008.

THERE WAS A CLOSED EXECUTIVE SESSION, 1030 – 1200, FRIDAY, 8 AUGUST 2008.