

# **National Board MINUTES**

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**National Board Meeting Minutes  
15 August 2002**

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**Philadelphia PA**

Minutes  
**15 August 2002**  
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**OPEN SESSION**

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**ATTEST:**

**OFFICIAL:**

**GEORGE P. GRAVES**  
Colonel, CAP  
National Legal Officer

**RICHARD L. BOWLING**  
Brigadier General, CAP  
National Commander

CIVIL AIR PATROL  
 NATIONAL BOARD MEETING MINUTES  
 15 August 2002  
 Philadelphia PA

# OPEN SESSION

CALL TO ORDER.....	Brig Gen Richard L. Bowling, CAP
INVOCATION.....	Ch, Col, James H. Melancon, CAP
PLEDGE OF ALLEGIANCE.....	Col Dwight H. Wheless, CAP
ROLL CALL.....	HQ CAP Executive Director
NATIONAL COMMANDER REMARKS.....	Brig Gen Richard L. Bowling, CAP
SENIOR AIR FORCE ADVISOR REMARKS.....	Col (S) George C. Vogt, USAF
EXECUTIVE DIRECTOR REMARKS.....	HQ CAP Executive Director
SAFETY BRIEFING.....	Mr. Gary Woodsmall, HQ CAP/DOR

## NATIONAL BOARD

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

### NATIONAL OFFICERS

*Brig Gen Richard L. Bowling, CAP	National Commander
*Col (S) George C. Vogt, USAF	Senior AF Advisor
*Col Dwight H. Wheless, CAP	Nat'l Vice Cmdr
*Col Larry D. Kauffman, CAP	Nat'l Chief of Staff
*Col Andrew E. Skiba, CAP	Nat'l Finance Officer
*Col George P. Graves, CAP	National Legal Officer
*Col Joseph C. Meighan, Jr., CAP	National Controller
*Col Duddly L. Hargrove, CAP	National Insp. General
*Ch, Col, James H. Melancon, CAP	Chief Chaplain Service

### MIDDLE EAST REGION

*Col Robert T. Townsend, CAP	Region Commander
Col Raymond E. Harris, CAP	Delaware
Col Lawrence L. Trick, CAP	Maryland
Col Franklin J. McConnell, Jr., CAP	National Capital
Col Don R. Edwards, CAP	North Carolina
Col Saul H. Hyman, CAP	South Carolina
Col Joseph R. Vazquez, CAP	Virginia
Col Rodney F. Moody, CAP	West Virginia

### NORTHEAST REGION

*Col Richard A. Greenhut, CAP	Region Commander
Col Karen K. Payne, CAP	Connecticut
Col James F. Linker, CAP	Maine
Col Frederick B. Belden, CAP	Massachusetts
Col Kenneth J. Herman, CAP	New Hampshire
Col Cornelius J. Flynn, CAP	New Jersey
Col Austyn W. Granville, Jr., CAP	New York
Col Fredric K. Weiss, CAP	Pennsylvania
Col Anthony L. Vessella, Jr., CAP	Rhode Island
Col James D. Rowell, CAP	Vermont

### GREAT LAKES REGION

*Col William S. Charles, CAP	Region Commander
Col Jay R. Burrell, CAP	Illinois
Col Charles H. Greenwood, CAP	Indiana
Col Loretta L. Holbrook, CAP	Kentucky
Col William W. Webb, CAP	Michigan
Col Michael J. Murrell, CAP	Ohio
Col Clair D. Jowett, CAP	Wisconsin

**SOUTHEAST REGION**

*Col Antonio J. Pineda, CAP	Region Commander
Col John E. Tilton, CAP	Alabama
Col Matthew R. Sharkey, CAP	Florida
Col Charles D. Greene, CAP	Georgia
Col Donald B. Angel, CAP	Mississippi
Col Milton Tomassini, CAP	Puerto Rico
Maj Bill Lane, CAP (Proxy)	Tennessee

**ROCKY MOUNTAIN REGION**

*Col Lynda C. Robinson, CAP	Region Commander
Col John R. Buschmann, CAP	Colorado
Col Bobby A. Picker, CAP	Idaho
Col Martin D. Bourque, CAP	Montana
Col Jack D. Butterfield, CAP	Utah
Col John M. Scorsine, CAP	Wyoming

**NORTH CENTRAL REGION**

*Col Rex E. Glasgow, CAP	Region Commander
Col Russell E. Smith, CAP	Iowa
Col George M. Boyd, CAP	Kansas
Col Dale E. Hoium, CAP	Minnesota
Col Joe E. Casler, CAP	Missouri
Col Warder L. Shires, CAP	Nebraska
Col K. Walter Vollmers, CAP	North Dakota
Col Mary F. Donley, CAP	South Dakota

**PACIFIC REGION**

*Col Phillip S. Groshong, CAP	Region Commander
Col Robert L. Brouillette, CAP	Alaska
Col Larry F. Myrick, CAP	California
Col Stanley Y. Fernandez, CAP	Hawaii
Col Matthew B. Wallace, CAP	Nevada
Col Stephen A. Senderling, CAP	Oregon
Col Ray L. Stephenson, CAP	Washington

**SOUTHWEST REGION**

*Col Colin F. Fake, CAP	Region Commander
Col James A. Mooney, CAP	Arizona
Col Reggie L. Chitwood, CAP	Arkansas
Col Mary D. Berkowitz, CAP	Louisiana
Lt Col Richard Himbrook, CAP (Proxy)	New Mexico
Col Virginia P. Keller, CAP	Oklahoma
Col Thomas L. Todd, CAP	Texas

\*National Executive Committee      17 Members

**OTHER CORPORATE OFFICIALS**

Vacant	Executive Director
Col Scott Hamilton, CAP	Assistant Executive Director
Col Stanley H. Leibowitz, CAP	General Counsel
Mr. Paul J. Capicik	Director, Mission Support
Mr. Don R. Rowland	Director, Plans & Requirements
Mr. James L. Mallett	Director, Aerospace Education & Training
Mr. William R. Bean	Director, Cadet Programs
Col Scott Richards, CAP	Director, Personnel
Mr. Thomas E. Hicks	Director, Fin. Management
Ms. Mary Nell Crowe	Director, Marketing & Public Relations
Mr. John A. Salvador	Director, Operations
Mr. Mike Stewart	Director, Logistics
Chap Robert M. Hicks	Exec Admin, Chaplain Services

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**AGENDA ITEM 1**

**XP-04-0802**

**Action**

**SUBJECT: CAP National Vice Commander Election  
CAP/NLO - Col Graves**

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**INFORMATION BACKGROUND:**

Per the Civil Air Patrol *Constitution and Bylaws*, Article XII, the National vice commander is elected annually.

The past election rules were as follows:

- The National Legal Officer confirmed the individuals who had previously filed as candidates.
- Nominations were taken from the floor.
- Each candidate was given 10 minutes to make an election speech.
- After the speech, the National Board had 5 minutes to ask questions of that candidate.
- The order that the candidates speak is determined by a random drawing.
- The National Board voted by secret ballot.

**PROPOSED NATIONAL BOARD ACTION:**

The National Board conduct an election for the office of National vice commander.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NATIONAL BOARD ACTION**

**COL GRAVES/NLO announced that two individuals had filed as candidates: Col Angelo Porco, CAP, and Col Dwight Wheless, CAP, the incumbent National Vice Commander. There were no nominations from the floor. Each candidate spoke for 10 minutes. There were no questions from the floor. Col Wheless received seconding speeches from four region commanders.**

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**BY SECRET BALLOT VOTE, Col Wheless was elected National Vice Commander. The vote was as follows: 2 for Col Porco, 64 for Col Wheless, and 1 abstention.**

**GEN BOWLING administered the oath of office to Col Wheless.**

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**AGENDA ITEM 2**

**XP-05-0802**

**Action**

**SUBJECT: Confirmation of CS, NFO, NLO, NC  
CAP/CC – Brig Gen Bowling**

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**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.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board confirm the individuals selected by the National Commander to fill the above offices.

**ESTIMATED FUNDING IMPACT:**

None.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

None.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NATIONAL BOARD ACTION:**

**GEN BOWLING moved and COL GROSHONG/PACR seconded a motion that the National Board confirmed the re-appointment of Col Larry Kauffman, National Chief of Staff; Col George Graves, National Legal Officer; Col Andrew Skiba, National Finance Officer; Col Joseph Meighan, Jr., National Controller; and add the endorsement of Col James Melancon, as Chief of Chaplain Service, and Col Duddly Hargrove, as National Inspector General.**

**THE MOTION CARRIED UNANIMOUSLY.**

**GEN BOWLING administered the oath of office to Col Kauffman, Col Graves, Col Skiba, Col Meighan, Col Melancon, and Col Hargrove.**

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**AGENDA ITEM 3**

**XP-06-0802**

**Action**

**SUBJECT: Action of SOW—Corporate Aircraft Fleet Management  
HQ CAP/EX**

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**INFORMATION BACKGROUND:**

Current statement of work requires CAP to (1) “develop and maintain aircraft fleet standards”; (2) “establish an aircraft utilization rate”; and (3) beginning 30 Sep 02 and biennially thereafter, “perform analysis of size of the fleet and adjust the disposition of its aircraft fleet”.

Items two and three remain open, and require National Board action to complete the requirement.

**Item 1**

The August 2001 National Board adopted the CAD methodology formulas to determine the size of the aircraft fleet and its equitable distribution. Until the CAD calculations were completed and effective, CAP would not maintain a specific corporate fleet size. Calculations to date are at attachment 1. Fleet size has not been set but is now 548 aircraft. CAP-USAF agrees that the CADs formula meets the requirement for distribution but not all factors of the formula are appropriate for determining fleet size.

**Item 2**

**Utilization rate.** Historically, CAP has maintained its fleet of 530 with utilization rate goal of 200 hours and a national average utilization of 206 hours per aircraft. This utilization rate has yielded an acceptable level of maintenance. Recommend that NB establish 200 hours per aircraft as the corporate rate.

**Item 3**

**Aircraft fleet size.** The National Board needs to change the methodology for fleet size. CAP-USAF agrees that pilot weighting factors are appropriate for distribution but does not agree with the pilot weighting as a factor in fleet size as currently used in the CAD formula.

As an alternative, we have discussed with CAP-USAF that aircraft fleet size be determined by the total flight hours required, divided by aircraft utilization rate. Growth in fleet size would be in proportion to the increased flight hours tasking. CAP-USAF has proposed that the national average airframe utilization will be an optimized 200 hours per airframe per year. Trigger points for determining an adjustment in the national fleet size will occur when the national average falls below 175 hours per airframe or rises above 225 hours per airframe for a sustained 12-month period. Once the national fleet size is established, distribution of the fleet is determined by the CAD committee formula.

This utilization rate method would set the fleet size at 550 aircraft and allow for growth in proportion to any new tasking.

**PROPOSED NATIONAL BOARD ACTION:**

Recommend that the National Board adopt 200 hours per aircraft as the corporate aircraft utilization rate and that the aircraft fleet size be determined by the utilization rate methodology.

**ESTIMATED FUNDING IMPACT:**

To be determined

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

To be determined.

**NATIONAL BOARD ACTION:**

**COL TOWNSEND/MER moved and COL CHARLES/GLR seconded the PROPOSED NATIONAL BOARD ACTION.**

There was a lengthy discussion on the unresolved issues of utilization rate and aircraft fleet size and the methods needed to resolve both.

**COL GROSHONG/PACR moved and COL SCORSINE/WY seconded a motion to table this motion until the November 2002 NEC meeting.**

**MOTION CARRIED.**

Following the vote to table, it was noted there is a 30 September 2002 Statement of Work (SOW) requirement, which is prior to the next NEC meeting. Therefore, the National Commander directed that the Corporate Aircraft Distribution (CAD) Committee be reconstituted with the members that were sitting. Gen Bowling directed that the CAD Committee work with the CAP-USAF staff to submit a mutual acceptable proposal for a fleet size and distribution formula based upon the CAD formula. The approval authority for this effort will be the National Commander and the CAP-USAF/CC. In order to meet the Statement of Work requirement, a target date for action is 30 Sep 02. Gen Bowling added: "That means it is a process in work. It is still tabled, but we are getting something done and meeting the legality of the letter of the law. Then the NEC can take it up further." Col Greenhut/NER chairs the CAD Committee. The other members are Col Groshong/PACR (NOTE: Col Groshong stated that he is no longer on the CAD committee), Col Angel/MS, Col Hamilton/EX, and USAF Col Dean, CAP-USAF/CV.

**FOLLOW-ON ACTION.** DP tasked to cut orders for the reconstituted CAD committee. CAD Committee action must be completed not later than 30 Sep 2002. To be included in the November 2002 NEC meeting.

**SUBJECT: CAP Regulation Ratification  
HQ CAP/EX**

**INFORMATION BACKGROUND:**

New Constitution Article XX became effective 27 Feb 01. This provision requires that in the normal course of events regulations shall be adopted and maintained by the National Commander and shall be ratified by a majority vote of the National Board. See the supplemental package for a complete copy of each proposed regulation.

The following regulations are up for ratification:

<b>Number</b>	<b>Title</b>	<b>Remarks</b>
R5-1	Ratification	Comments included
R35-6	Aeronautical Ratings, Emergency Services Patch and Badges, and Ground Team Badges	Comments included
R50-4	Test Administration and Security	No comments received
R50-11	Flight Clinics	No comments received
R50-17	CAP Senior Member Professional Development Program	Comments included
R60-1C1	CAP Flight Management	Emergency regulation
R60-3C1	Emergency Services Training and Operational Missions	Comments included
R60-5	Critical Incident Stress Management	Comments included
R70-1C1	CAP Acquisition Regulation	No comments received
R77-1	Operation and Maintenance of CAP Vehicles	No comments received
R87-1	Acquiring and Accounting for Real Estate and Facilities for CAP	No comments received
R100-2	Communications Equipment Management	Emergency regulation
R123-3	CAP Assessment Program	Emergency regulation
R173-1	Financial Procedures and Accounting Report for Units Below Wing Level	No comments received
R280-2	CAP Aerospace Education Mission	No comments received

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board ratify the proposed regulations.

**ESTIMATED FUNDING IMPACT:**

Cost of printing and distribution.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

These regulations have been staffed at National Headquarters and approved by CAP-USAF.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

All CAP regulations.

**NATIONAL BOARD ACTION:**

***COL KAUFFMAN/CS moved and COL CHARLES/GLR seconded that the National Board ratify the following regulations, as written:***

<b>CAPR 35-6</b>	<b>Aeronautical Ratings, Emergency Services Patch and Badges, and Ground Team Badges</b>
<b>CAPR 50-4</b>	<b>Test Administration and Security</b>
<b>CAPR 60-3C1</b>	<b>Emergency Services Training and Operational Missions</b>
<b>CAPR 60-5</b>	<b>Critical Incident Stress Management</b>
<b>CAPR 70-1C1</b>	<b>CAP Acquisition Regulation</b>
<b>CAPR 100-2</b>	<b>Communications Equipment Management</b>
<b>CAPR 173-1</b>	<b>Financial Procedures and Accounting Report for Units Below Wing Level</b>

**MOTION CARRIED.**

**FOLLOW-ON ACTION: Publication and distribution of regulations.**

**CAPR 5-1, Ratification:**

COL KAUFFMAN/CS offered a change to this regulation to ensure a National Board comment period prior to the finalization and ratification of regulations and manuals. His recommendation is: “That CAPR 5-1 be amended to add the following procedure: Once a regulation or manual has been posted for comment, further changes recommended by the staff that are required by changing requirements that are administrative or policy related may be submitted for consideration during the ratification process by securing sponsorship by one or more National Board or NEC members.” He added: “This recommended change is an example of how the process would work. The need for recommendation was not anticipated until well into the comment period of CAPR 5-1 when several requests from various staff OPRs came to me concerning minor changes to the regulations that were offered for ratification. As mentioned, these requests were denied based on our understanding of the guidance you provided in February that wordsmithing and a comment period were critical parts of the ratification process.”

COL GROSHONG proposed that the board consider Agenda Item 5 prior to ratification of this regulation, which would be impacted by Agenda Item 5.

***COL GROSHONG/PACR moved and COL BUSCHMANN/CO seconded*** that the National Board proceed to Agenda Item 5 before considering the ratification of CAPR 5-1.

**MOTION CARRIED.**

**CAPR 5-1, Ratification (continued)**

***COL TODD/TX moved and COL PINEDA/SER seconded*** a motion that the National Board amend CAPR 5-1, to include the recommendation made by Col Kauffman. It reads: “That CAPR 5-1 be amended to add the following procedure: Once a regulation or manual has been posted for comment, further changes recommended by the staff that are required by changing requirements that are administrative or policy related may be submitted for consideration during the ratification process by securing sponsorship by one or more National Board or NEC members.”

***COL CHARLES/GLR moved and COL MURRELL/OH seconded*** that the National Board table CAPR 5-1, Ratification, until the November 2002 NEC meeting, to allow for more re-write, including the recommendation offered by Col Kauffman.

**MOTION CARRIED.**

**FOLLOW-ON ACTION.** Further staff action. Col Scorsine/WY agreed to help with the re-write of this regulation.

Later in the meeting-

***COL SCORSINE/WY moved and COL MURRELL/OH seconded*** a motion to bring from the table CAPR 5-1.

**MOTION CARRIED.**

COL SCORSINE/WY briefed that his committee met for 3 hours to re-write CAPR 5-1 and all the proposed changes were briefed. It was noted that the re-written regulation is almost a new document.

**COL CHARLES/GLR moved and COL GREENHUT/NER seconded** the motion that the National Board ratify CAPR 5-1, Ratification, as amended.

**MOTION CARRIED.**

FOLLOW-ON ACTION: Re-written regulation printed and distributed.

**CAPR 50-11, Flight Clinics:**

**COL GROSHONG/PACR moved and COL ROBINSON/RMR seconded** that the National Board table CAPR 50-11, Flight Clinics, to allow time for further study.

**MOTION TO TABLE DID NOT PASS.**

**COL LINKER/ME and COL GREENWOOD/IN seconded** that the National Board ratify CAPR 50-11, Flight Clinics.

**COL MURRELL/OH moved to amend and COL TOWNSEND/MER seconded** the amendment that the National Board approve the following change to CAPR 50-11: "Reimbursement would be at the normal reimbursement rate for up to one hour of flying (instead of at one flight clinic) per year, if funds are available.

COL SKIBA/NFO recommended a friendly amendment that this regulation be returned to the operations committee. The purpose would be to address language that would include mandatory safety clinics for not only CAPR 50-11 but also the other flying under CAPR 60-1, such as check pilot familiarization course, or some other options that are available. The friendly amendment was accepted with the understanding that when it comes back from committee the board will consider this for the next funding appropriation.

**COL CHARLES/GLR moved and COL KAUFFMAN/CS seconded** that the National Board table all remaining regulations submitted for ratification and return them to committee to allow board members an opportunity to provide comments.

**MOTION TO TABLE DID NOT PASS.**

GEN BOWLING restated Col Murrell's amendment "to reimburse up to the normal reimbursement rate if funding is available, up to and including one hour of flight per individual and that the regulation be referred back to committee.

**AMENDMENT CARRIED AND NATIONAL BOARD AGREEMENT TO REFER TO OPERATIONS COMMITTEE.**

FOLLOW-ON ACTION. National Chief of Staff refer to the operations committee.

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

*COL FAKE/SWR moved and COL TODD/TX seconded* that the National Board amend CAPR 50-17 to delete paragraph 6-3.b., Time Requirement. A friendly amendment was accepted to retain the first sentence of paragraph 6-3.b., which reads: "Each RSC lasts 40 instructional hours." Another friendly amendment was accepted to change the reading of the first sentence of paragraph 6-3.b: "Each RSC lasts for a minimum of 40 instructional hours."

**AMENDMENT CARRIED.**

*COL GREENWOOD/IN moved and COL HOLBROOK/KY seconded* that the National Board amend CAPR 50-17, paragraph 6.1.c. to move completion of the Yeager Test to Level III. A friendly amendment was accepted to send back to committee to identify other areas that may be impacted by this change.

**MOTION TO AMEND DID NOT PASS.**

*COL CHARLES/GLR moved and COL FAKE/SWR seconded* that the National Board ratify CAPR 50-17, with one amendment.

**AMENDED MOTION CARRIED.**

FOLLOW-ON ACTION: Changes to regulation and publication/distribution.

**CAPR 60-1C1, CAP Flight Management:**

*COL CHARLES/GLR moved and COL TRICK/MD moved* that the National Board ratify CAPR 60-1C1, as written.

**MOTION CARRIED.**

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

*COL LINKER/ME moved and COL GLASGOW/NCR seconded* that the National Board refer CAPR 77-1, to the vehicle maintenance study committee with a report back to the November 2002 NEC.

**MOTION CARRIED.**

**FOLLOW-ON ACTION.** Col Groshong/PACR volunteered to chair a committee to study this regulation and consider the recommended TOA and other changes. Committee members volunteering were: Col Fake/SWR, Col Townsend/MER, Col Sharkey/FL, Col Granville/NY, and Col Rowell/VT. To be included in the Nov 2002 NEC agenda.

**CAPR 87-1, Acquiring and Accounting for Real Estate and Facilities for CAP:**

**COL GROSHONG/PACR moved and COL WEISS/PA seconded** that the National Board refer CAPR 87-1, to committee.

**MOTION CARRIED.**

**FOLLOW-ON ACTION.** Referral to the appropriate committee. To be included on the November 2002 NEC agenda.

**CAPR 123-3, CAP Assessment Program:**

**COL BUSCHMANN/CO moved and COL ROBINSON/RMR seconded** that the National Board ratify CAPR 123-3, with the following change: Paragraph 10, the word “biannually” will be changed to “biennially.”

**MOTION CARRIED.**

**FOLLOW-ON ACTION:** Change to regulation and publication/distribution.

**CAPR 280-2, CAP Aerospace Education Mission:**

**COL TOWNSEND/MER moved and COL TODD/TX seconded** a motion that the National Board ratify CAPR 280-2, as written.

**MOTION CARRIED.**

**FOLLOW-ON ACTION.** Publication and distribution of the regulation.

**SUBJECT: Electronic Information Reforms  
PACR/CC – Col Groshong**

**INFORMATION BACKGROUND:**

The use of e-mail to distribute important information to the field has proven to be unreliable. Many CAP units and individuals do not have ready access to computers, thus making the effective distribution of directives and new regulations ineffective.

The electronic publication of revised regulations and manuals via e-mail or through the National website has put an undue burden on the members of the National Board and resulted in inadequate review of these new directives.

**PROPOSED NATIONAL BOARD ACTION:**

The National Board approve the following guidelines to be used at all command levels of Civil Air Patrol:

1. All electronically transmitted correspondence (other than new regulations or manuals) that is **directive in nature** shall be followed up by printed copy (FAX or letter) within 48 hours of its electronic publication.
2. All directives that are published and distributed to the field will be included in a new or existing regulation/manual and distributed to the field within 30 days of initial issue.
3. All new/revised regulations or manuals will be sent to NB members for their review in printed form within 10 days of their electronic publishing. (National Board members who do not wish to receive printed copies, will notify National Headquarters)

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Arguably, effective communications (both upward and downward) is the most pressing problem that faces CAP today. We simply do not do a good job “getting the word out”. We have numerous means at our disposal, including FAX, phone, unit meetings, word-of-mouth, the internet, CAPNEWS, policy letters, email including executive summaries, etc. for making sure our people have the proper guidance governing CAP activities. In fact, all of these methods should be used as appropriate. The proposed agenda item seems to touch on multiple issues to include the National Board responsibilities to review/ratify new/revised policy, word-smith regulation proposals, and information dissemination to the general membership.

In meeting these needs, timing and cost factors must be considered in addition to just making sure everyone gets the word. Since the proposals would apply to “all command levels”, the impact may be very costly especially concerning distribution of hard copy beyond the National Board level. Production and distribution of publications and policy letters can run from a few hundred dollars to several thousand dollars each. Add to that, the need for the Bookstore to buy

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a substantial run of the items to meet its subscription requirements and you can see that mass distribution of hard copy non-permanent information involves significant expense.

Proposal 1. Recommend the words (FAX or letter) be replaced by (FAX, phone, unit meetings, word-of-mouth, the internet, CAPNEWS, policy letters, email as appropriate) considering the level and scope of the directive being published and desires of the commander/body approving the directive.

Proposal 2. In all cases, national level emergency publications and policy letters are published on the CAP internet site immediately upon approval. This procedure makes them available to all CAP members who have internet access. In the future, we intend to allow members to request automatic notification of when various types of information are posted. Distribution of hard copy emergency regulations would likely result in costly printing requirements since the proposed CAPR 5-1 regulation (if ratified) requires National Board review at the next meeting and could very likely generate changes that would require reprinting. Hard copy policy letters are sent to every unit within 30 days but generally consist of only 1 or 2 pages. They are not sent to every CAP member. The CAPNEWS, which goes to every member, could be used to transmit national policy information to every member within the desired periods. Region, wing, and unit directives/policy would need different considerations to disseminate this information based on funding availability and methods available such as unit newsletters and such.

Proposal 3. Currently, all but one National Board member has the capability to receive electronic versions of new/revised regulations. (Of interest is the fact that almost 1200 of CAP unit commanders have email addresses in the CAP NHQ database.) The electronic copies are in a format that allow for local printing either by the board member or on the wing/region printer provided by appropriated funds. If NHQ provided hard copies are desired by board members, that can be arranged. (In keeping with national board direction to move CAP business and mission transactions to an electronic format wherever possible, recommend that the norm be electronic transmittal; those that desire hard copy should notify NHQ.)

### **COMMITTEE RECOMMENDATION:**

None.

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

All CAP regulations and manuals.

### **NATIONAL BOARD ACTION:**

***COL GROSHONG/PACR moved and COL KAUFFMAN/CS seconded the following motion:***

**“That the National Board approve the following guidelines to be used at all command levels of Civil Air Patrol:**

- 1. All electronically transmitted correspondence (other than new regulations or manuals) from National HQ that is directive in nature shall be followed up by**

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printed copy (FAX or letter) within 48 hours of its electronic publication. All such correspondence originating from Region HQ or below may be distributed in the manner directed by the originating commander, but printed copy is strongly recommended.

2. All directives that are published and distributed to the field by National HQ will be included in a new or existing regulation/manual and distributed to the field within 60 days of initial issue.
3. All new/revised regulations or manuals will be sent to NB members for their review in printed form within 10 days of their electronic publishing. (National Board members who do not wish to receive printed copies will notify National Headquarters).”

### **MOTION CARRIED.**

**FOLLOW-ON ACTION:** Implementation of approved policy.

**SUBJECT: Recognition of Armed Services Grade  
NY Wg/CC – Col Granville**

**INFORMATION BACKGROUND:**

Current regulations allow for recognition of grade earned for members of the Armed Forces and Reserve components only through Lieutenant Colonel (O-5). This does not fully embrace all personnel who have served with devotion and dedication in the highest levels of our Nation's Military and have merited the grade earned in doing so. These career officers have attended more advanced schools in Leadership and Management than most of the CAP membership ever will. They bring much value to the organization and should be allowed to wear their earned federally recognized grade.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board changes the language in CAPR 35-5, paragraph 15, to include all Federally recognized Officer grades in the Regular and Reserve component, removing the restriction of exceeding Lieutenant Colonel (O-5).

**ESTIMATED FUNDING IMPACT:**

The cost of revising, republishing, and distributing new regulations and the manufacture of addition epaulet grade insignia.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

This item has been discussed by the NEC and NB in the past and was not approved. Additionally, the Statement of Work says, "CAP's grade structure, grade titles, and grade insignia will comply with AFI 10-2701". AFI 10-2701 says, "The grade of brigadier general is reserved for current and former CAP National Commanders. The grade of colonel is reserved for current and former CAP wing and region commanders, national level corporate officers, and the National Vice Commander".

**COMMITTEE RECOMMENDATION:**

The Development Committee feels that the CAP grades above the grade of Lieutenant Colonel currently reflect the individual's position as a member of the National Board, Region Vice Commander or member of the National Commander's staff. These higher grades are not just reflective of a member's prior training or experience, but their position in the Corporation. The Committee felt that CAP is a unique organization and CAP training and experience is vitally important prior to members assuming the top grades in CAP. For these reasons, the Committee recommends this item be disapproved. Additionally, CAP is presently only authorized the grade of Brigadier General for the National Commander. Any change to this policy or the addition of other General Officer grades would require USAF approval.

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

CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*; CAPF 2, *Request for Promotion Action*. If approved, the regulation change would be submitted under the established ratification process and be presented at the November 2002 National Executive Committee meeting for final approval.

### **NATIONAL BOARD ACTION:**

**COL GRANVILLE/NY moved and COL GREENHUT/NER seconded the PROPOSED NATIONAL BOARD ACTION.**

**MOTION DID NOT PASS.**

**SUBJECT: Committee Reports  
CAP/NCS – Col Kauffman**

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Committees

1. Finance Committee Col Skiba

**This item was covered under Agenda Item 10. See budget at attachment 1.**

2. Development Committee Col Bonner

**COL BONNER reported that the committee had cleared a number of items during the past year. Presently the committee has one item in progress, the blue nametag on the flight suit. There are some technical problems but they should be resolved in time to bring it to the November 2002 NEC meeting.**

3. Operations Committee Col Parker

**There was no report.**

4. Education & Training Committee Col Convery

**There was no report.**

5. Strategic/Tactical Evaluation & Planning Committee  
Brig Gen Anderson

**GEN ANDERSON presented a slide briefing on the update of the Strategic/Tactical Evaluation & Planning Committee and where the program stands today (see Atch 2).**

6. Paper Work Reduction Committee Col Wheless

**MAJ OPLAND, a member of the Paper Work Reduction Committee, presented the report. Also, a MEMORANDUM FOR NATIONAL BOARD, 14 August 2002, Subject: Draft recommendations, was distributed to the board. (See Atch 3)**

**COL WHELESS/CV added that the Paper Work Advisory Board, as an advisory board seeks to float ideas with the National Board members today—not to take action. After receiving more feedback on these ideas and the receipt of others the committee will refer the ideas received to the appropriate standing committee, which will work the ideas and report back to the National Board or NEC.**

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**AGENDA ITEM 8**

**Action**

**SUBJECT: Old Business**

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**1. ITEM: Logo emblem for corporate vehicles. Agenda Item 7 from the May 2002 NEC.**

The NEC approved the concept of a corporate logo that is to be placed on all CAP vehicles. HQ staff was to finalize the design and brief the 2002 National Board.

**The logo has been designed and was passed around for board members to see. The next step is to have the logo sized to fit each CAP van in the fleet and then get a price to print the required number. Enough logos will be procured to send one set of logos for each van in the inventory. After that action, the logos will be available in the Bookstore so that members can buy additional logos, if desired. It was noted that this logo will now be included in CAPR 77-1. The estimated time of delivery to the field will be approximately 10 weeks.**

**Later in the meeting, additional information was provided: The decal quote is for 3,000 12 x 12 decals, 2,000 12 x 6 decals, and the decal which says: [www.cap.gov](http://www.cap.gov). The total cost is estimated at \$70,000 to put decals on the entire fleet of CAP vehicles, which will result in good advertising for the organization.**

**2. ITEM: NCO grade structure. Agenda item 8 from the March 2002 National Board.**

Still in committee. Because of the extensive changes this would require, Col Kauffman and the members of the committee felt they needed more time.

If CAP were to consider an enlisted grade structure for senior members, the Air Force would have to change their regulation and CAP would have to create a new structure to include recruitment, grade qualification, promotion, uniform, unit protocol etc. Additionally, the current officer grade progression would have to be reviewed to determine what changes should be made to incorporate promotions from enlisted to officer grades. The HQ staff recommendation was that the members who wish to retain their former enlisted grade be authorized to continue and those who seek promotion be required to join the officer ranks.

The plan is to brief this item to the November NEC.

**GEN BOWLING stated the committee would like two warrant officers on the committee. Since only one warrant officer has been identified, he asked the commanders to pass along the name of any other warrant officer member in the regions or wings.**

**3. ITEM: Smart card. Brought to the May 2002 NEC.**

The NEC directed HQ CAP/DP to investigate the possible use of “smart cards” (ID cards with a memory chip). Scott Richards, HQ CAP/DP will brief this item.

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**COL RICHARDS/DP presented a slide briefing updating the smart card project.**

### **4. ITEM: CAP Re-Fingerprinting. Agenda Item 2 from the May 2002 NEC.**

The May 2002 NEC approved this item. Scott Richards, HQ CAP/DP will brief the new rules for re-screening CAP volunteers.

**This item was deferred until the November 2002 NEC meeting to allow DP to gather additional information.**

**AGENDA ITEM 9**

**Action**

**SUBJECT: New Business**

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**1. ITEM: Homeland Security Officers**

COL KAUFFMAN/CS noted that the NEC approved the concept of homeland security officers, but the NEC wanted to bring an agenda item to the National Board for final approval to develop the homeland security officers for region, wing, and squadron levels. A job description for homeland security officers was distributed. (see Atch 4).

***COL KAUFFMAN/CS moved and COL GRANVILLE/NY seconded that the National Board amend CAPR 20-1, Organization of Civil Air Patrol, to add homeland security officers at all levels of command in CAP.***

**MOTION CARRIED.**

**FOLLOW-ON ACTION.** Amendment to CAPR 20-1 to include homeland security officers.

**2. ITEM: Amendment to CAPR 60-1**

COL VASQUEZ/VA stated that in his opinion it is easier to terminate membership in CAP than to revoke flying privileges or to impose any kind of suspensions because the right of appeal of the pilot is automatically at the region level. In view of the seriousness of safety issues before the board, he proposed to limit the notification and appeal process only to the next higher level of command instead of all the way to region. This would encourage commanders to take positive actions early, rather than waiting for an accident or incident to give them ammunition to support a decision to revoke or suspend a pilot's flying privileges in CAP.

***COL VASQUEZ/VA moved and COL HYMAN/SC seconded that the National Board amend CAPR 60-1, paragraph 2-11, to remove all references to region commander and replace with "commander at the next level of command authority." Also remove all references to intermediate commanders, intermediate levels of command.***

There were recommendations to send this proposal to National Operations Committee to look at a change dealing with the level of notification of removal of flying privileges.

GEN BOWLING reminded the board members of the qualification criteria for bringing new business to the board without committee and staff input. He added, "Is it for the good and welfare of the organization and is it an emergency kind of item? Does this motion meet that criteria?"

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There was discussion that this may be an issue, in view of CAP's accident record. If lower level commanders are intimidated against taking action against a pilot who might need to be suspended or retrained, then the board needs to approve this motion.

After further discussion, GEN BOWLING recommended that this proposal go to the National Operations Committee with a report to the November 2002 NEC meeting.

***COL VASQUEZ/VA moved to amended, COL HYMAN/SC seconded*** the amendment that the National Operations Committee look at a change to CAPR 60-1, paragraph 2-11, dealing with the level of notification of revocation of flight privileges.

### **AMENDED MOTION CARRIED.**

**FOLLOW-ON ACTION.** Referral to the National Operations Committee with the report included in the November 2002 NEC agenda.

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**AGENDA ITEM 10**

**FM-01-0802**

**Information**

**SUBJECT: Fiscal Year 2003 Financial Plan  
CAP/NFO - Col Skiba**

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**INFORMATION BACKGROUND:**

The fiscal year 2003 financial plan is presented to the National Board as information. The CAP National Executive Committee previously endorsed the plan on 4 May 2002 and forwarded it to the Board of Governors for final approval. The CAP Board of Governors will consider the 2003 budget at its next meeting on 17 August 2002.

**The Civil Air Patrol FY03 Financial Plan (Corporate Budget) revised 9 Aug 02, and Summary of Investment Performance, Cost to Market Comparison, June 30, 2002 (see Atch 1) were distributed to National Board members.**

**COL SKIBA/NFO briefed the revised budget to include the expected revenue and expenses of the NASCAR marketing program, as requested by the Board of Governors. He noted that there is no National Board action on this item. The budget approval level is the Board of Governors.**

**GEN BOWLING explained the increase in National Commander directed travel, Dept 005. Previously, this travel money was divided among the various accounts. That has now been consolidated at a central point so that travel can be monitored more closely. This line item is to cover travel of CAP members who are in special positions or whose travel is to represent the National Commander.**

**SUBJECT: CAP Busch Series Race Car Marketing Platform  
HQ CAP/EX**

**INFORMATION BACKGROUND:**

At the Board of Governor's meeting on 4 June 2002, the board directed the staff to pursue contract negotiations relative to changes in the agreement for the years 2003 and 2004 with Lewis Motorsports and Camp and Associates. They also encouraged the staff to move forward expeditiously to seek associate sponsorships for the program. A briefing on the progress of these two items will be presented.

**COL HAMILTON/EX presented a briefing on the progress of this program as well as the CAP Racing Marketing Plan, revised August 16, 2002. Additionally, Col Hamilton briefed the Summary of Contract Renegotiations dated 14 August 2002.**

***COL CHARLES/GLR moved and COL EDWARDS/NC seconded that the National Board develop a resolution to the Board of Governors for Saturday's meeting endorsing this program (restated: that the National Board develop a resolution to the Board of Governors for Saturday's meeting that we stay with this program through the contract period.)***

Many National Board members endorsed this program. It was pointed out that the NASCAR marketing plan wasn't entered into only for the purpose of making money. CAP was looking for positioning and marketing and to get a great deal of high profile in the minds of a targeted audience, both to the people who could be potential sponsors and contributors, and most importantly people who could be members. This vehicle has done all three. It was also pointed out that this kind of program is a long-term commitment and 6 months is an insufficient amount of time to measure success. Questions were asked about the hard leads for corporate sponsorships/contributions and whether the return-of-capital figures are accurate. The subject of co-sponsors was discussed.

**GEN BOWLING restated the motion: "That this National Board send a resolution to the Board of Governors supporting the NASCAR race program for the ensuing year."**

**MOTION CARRIED with one no vote.**

**AGENDA ITEM 12**

**GC-04-0802**

**Information**

**SUBJECT: Federal Aviation Regulations Update  
HQ CAP/EX**

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**INFORMATION BACKGROUND:**

On March 19, 2002, the FAA issued exemption 6771B to CAP. General Counsel will brief this exemption, select portions of the Federal Aviation Regulations, and certain FAA interpretations of the FARs as they apply to missions flown by CAP.

**COL LEIBOWITZ/GC presented a slide briefing on the Federal Aviation Regulations update (see Atch 5).**

**SUBJECT: CAP Communications Program  
HQ CAP/EX**

**INFORMATION BACKGROUND:**

Many changes are occurring in the CAP communications program and these changes are not without controversy and concern. Mr. Kyser will provide a briefing on the history of the communications program; its current plans and initiatives; and the actions of previous National Boards and NHQ staff which bring us to the current status. Key to this briefing will be an explanation of the regulatory requirements to which Civil Air Patrol is reacting as well as the planning and actions that have taken place in response to those requirements.

**MR. KYSER/DOK presented a slide briefing on the Communications Program and paper copies of the slides were distributed (see Atch 6).**

There was a considerable amount of discussion following the briefing.

**ADJOURNMENT**

***COL MOODY/WV moved and COL GREENWOOD/IN seconded a motion that the National Board adjourn.***

**MOTION CARRIED.**

**ADMINISTRATIVE/ANNOUNCEMENTS/APPRECIATION**

- 1. Brig Gen Bowling installed the new Iowa Wing Commander, Col Russell Smith and administered the oath of office. Gen Bowling also administered the oath of office to all region and wing commanders in attendance who had not been administered the oath of office previously. He used the oath format that the Vice Chief of Staff of the U. S. Air Force used when administering the oath of office to Gen Bowling upon his election as National Commander, August 2001.**
- 2. Brig Gen Bowling presented NEC/National Board badges to incoming members of the National Board. He also welcomed Col (S) George Vogt, USAF, the Senior Air Force Advisor, who is the replacement for Col Albert Allenback.**
- 3. Brig Gen Bowling recognized the commanders who were attending the National Board for the first time: Col Cornelius Flynn, NJ/CC; Col Jay Burrell, IL/CC; Col Charles Greenwood, IN/CC; Col William "Bill" Webb, MI/CC; Col Clair Jowett, WI/CC; Col John Tilton, AL/CC; Col Charles "Don" Greene, GA/CC; Col Rex Glasgow, NCR/CC (former IA/CC); Col Russell Smith, IA/CC; Col Walter Vollmers, ND/CC; and Col Ray Stephenson, WA/CC.**

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4. Brig Gen Bowling also noted the commanders who will be departing prior to the next National Board: Col James “Jim” Linker, ME/CC; Col Kenneth “Ken” Herman, NH/CC; Col Joe Meighan III, TN/CC; Col Mary Berkowitz, LA/CC; and Col Colin Fake, SWR/CC.
5. Col Kauffman/CS thanked all committee chairs for their tremendous efforts during the past year in completing 103 open items that were in committee.
6. Brig Gen Bowling announced that Col Huggins has invited all region and wing commanders to attend the Legislative Seminar, particularly those having difficulty with funding at the state level.
7. Brig Gen Bowling encouraged members to attend the reception downstairs in the exhibit hall to show support for the sponsors.
8. Col Wheless/CV read the following proclamation adopted by the Senate of the great State of Pennsylvania: “Congratulations. In the Senate, July 9, 2002, WHEREAS, the Civil Air Patrol is being honored during its National Board and Annual Conference, which is being held on August 14 – 17, 2002; and, WHEREAS, Pearl Harbor propelled the United States into World War II, but many Americans saw the Axis powers’ threat long before December 7, 1941. Among them were approximately 150,000 men and women involved in aviation. As early as 1938, these individuals began to argue for the creation of an organization to harness their aviation resources to aid the nation in the event the United States entered the conflict. Their efforts led by writer/aviator Gill Robb Wilson and supported by General Henry “Hap” Arnold resulted in the creation of the Civil Air Patrol on December 1, 1941. Currently, the Civil Air Patrol has more than 60,000 members who come from all walks of life. The Civil Air Patrol Corporation owns more than 500 light aircraft, primarily Cessna 172s and 182s. Additionally, Civil Air Patrol members own another 4,700 aircraft that can be used to support assigned missions. The Civil Air Patrol’s missions are of increasing importance to our nation. Literally thousands of Americans owe their lives to Civil Air Patrol search and rescue expertise. Additionally, cadet membership is increasing and aerospace education as a teaching tool is more popular and effective than ever. NOW, THEREFORE, the Senate of the Commonwealth of Pennsylvania congratulates the Civil Air Patrol upon its richly deserved recognition offers sincere best wishes for the continuation of its invaluable service in the years to come, and directs that a copy of this document sponsored by Senator Edwin G. Holl be transmitted to the Civil Air Patrol National Headquarters, Maxwell Air Force Base, Alabama, and it is duly executed under the great seal of the Senate of Pennsylvania by Senator Edwin G. Holl, and attested by the secretary to the Senate, Mark R. Corrigan.”
9. Brig Gen Bowling expressed appreciation to all the people of Pennsylvania for their hospitality.
10. Brig Gen Bowling also expressed appreciation to the board members for all the time they dedicate to doing the business of CAP.