

# **National Board Minutes**

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**National Board Meeting  
28 Feb – 1 Mar 03**

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**Washington DC**

Minutes  
28 Feb-1 Mar 03  
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**OPEN SESSION**

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**ATTEST:**

**OFFICIAL:**

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

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

CIVIL AIR PATROL  
 NATIONAL BOARD MINUTES  
 28 February – 1 March 2003  
 Washington DC

# OPEN SESSION

CALL TO ORDER ..... Maj Gen Richard L. Bowling, CAP  
 INVOCATION ..... Ch, Col James H. Melancon, CAP  
 PLEDGE OF ALLEGIANCE ..... Brig Gen Dwight H. Wheless, CAP  
 ROLL CALL ..... Col Al Allenback, CAP

NATIONAL COMMANDER REMARKS ..... Maj Gen Richard L. Bowling, CAP  
 SENIOR AIR FORCE ADVISOR REMARKS ..... Col George Vogt, USAF  
 EXECUTIVE DIRECTOR REMARKS ..... Col Al Allenback, CAP  
 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 Chaplains Services, the 8 region commanders, and 52 wing commanders.

### NATIONAL OFFICERS

### MIDDLE EAST REGION

\*Maj Gen Richard L. Bowling, CAP National Commander  
 \*Brig Gen Dwight H. Wheless, CAP Nat'l Vice Cmdr  
 \*Col George Vogt, USAF Senior AF Advisor  
 \*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 Richard A. Probst CAP (Interim) National Insp. General  
 \*\*Ch, Col James H. Melancon, CAP Chief Chap.Services

\*Col Charles S. Glass, CAP Region Commander  
 Col Raymond E. Harris, CAP Delaware  
 Col Lawrence L. Trick, CAP Maryland  
 Col Franklin J. McConnell, Jr., CAP National Capital  
 Col Harold J. Schaffer, 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

### GREAT LAKES REGION

\*Col Richard A. Greenhut, CAP Region Commander  
 Col Karen K. Payne, CAP Connecticut  
 Col Mitchell P. Sammons, CAP Maine  
 Col Frederick B. Belden, CAP Massachusetts  
 Col Margie L. Sambold, 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

\*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
Col James M. Rushing, CAP	Tennessee

### **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

### **SOUTHWEST REGION**

*Col Thomas L. Todd, CAP	Region Commander
Col Gilbert H. Day, CAP (Interim)	Arizona
Col Reggie L. Chitwood, CAP	Arkansas
Col Mary D. Berkowitz, CAP	Louisiana
Col James P. Norvell, CAP	New Mexico
Col Virginia P. Keller, CAP	Oklahoma
Col George H. Parker, CAP	Texas

\*National Executive Committee 15 Members  
\*\*Non-voting members of the National Executive Committee 2 Members

### **ROCKY MOUNTAIN REGION**

*Col Lynda C. Robinson, CAP	Region Commander
Col John R. Buschmann, CAP	Colorado
Col Bobby A. Picker, CAP	Idaho
Col Jan E. VanHoven, CAP	Montana
Col Jack D. Butterfield, CAP	Utah
Col William R. Morton Jr., CAP	Wyoming

### **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 Roy L. Stephenson, CAP	Washington

### **OTHER CORPORATE OFFICIALS**

Col Al Allenback, CAP	Executive Director
Mr. Don R. Rowland	Senior Director, Director Plans & Requirements
Mr. Stanley H. Leibowitz	General Counsel
Mr. Paul J. Capicik	Director, Mission Support
Mr. James L. Mallett	Director, Aerospace Education & Training
Mr. William R. Bean	Director, Cadet Programs
Mr. Scott Richards	Director, Personnel
Ms. Susan Easter	Chief, Financial Officer
Ms. Mary Nell Crowe	Director, Marketing & Public Relations
Mr. John A. Salvador	Director, Operations
Mr. Mike Stewart	Director, Logistics
Mr. Robert M. Hicks	Exec Admin, Chaplain Services

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**AGENDA ITEM 1**

**MS**

**Action**

**SUBJECT: Ratification of Regulations  
HQ CAP/EX – Col Allenback**

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**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.

The following regulation are ready for ratification:

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

Emergency Change 2 and 2A to CAPR 60-1, *CAP Flight Management*.  
(See Atch. 1)

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board ratifies the proposed regulations.

**ESTIMATED FUNDING IMPACT:**

Cost of printing and distribution.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

These regulations have been staffed through CAP national committees, headquarters and CAP-USAF.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

As listed above.

**NATIONAL BOARD ACTION**

**COL GRANVILLE/NY MOVED and COL KAUFFMAN/CS seconded that the National Board ratify CAPR 50-17, Senior Member Professional Development Program.**

**MOTION CARRIED WITH NO DISSENTING VOTE**

FOLLOW-ON ACTION: Publication of CAPR 50-17 and distribution to the field.

MR. WOODSMALL/DOR presented a risk control safety briefing (see Atch. 2) prior to the discussion on proposed changes to CAPR 60-1, CAP Flight Management.

**COL GROSHONG/PCR MOVED and COL TODD/SWR seconded** that the National Board vote to adopt change 3 to CAPR 60-1, as amended.

**COL WEBB/GLR MOVED** a point of order that the National Board would first need to vote to ratify or not ratify emergency changes 2 and 2A to CAPR 60-1.

**POINT OF ORDER MOTION CARRIED UNANIMOUSLY**

**COL TODD/SWR MOVED and COL GREENHUT/NER seconded** that the National Board vote to kill emergency change 2 and 2A to CAPR 60-1.

**MOTION CARRIED UNANIMOUSLY**

**COL MCCONNELL/NAT CAP MOVED and COL GRANVILLE/NY seconded** that the National Board, in accordance with CAPR 5-1, vote to suspend the process by ratifying change 3 to CAPR 60-1, and that the National Board ratify the regulation on the table.

**CARRIED BY MORE THAN A TWO-THIRDS MAJORITY**

**COL GLASGOW/NCR MOVED and COL BUSCHMANN/CO seconded** that the National Board vote to accept the amended change 3 to CAPR 60-1.

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Publication of change 3 to CAPR 60-1 and distribution to the field.

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**AGENDA ITEM 2**

**MS**

**Action**

**SUBJECT: Access to Emergency Services Qualification Records  
PA Wg/CC – Col Weiss**

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**INFORMATION BACKGROUND:**

In past National Board action, the board recognized the need for a wing to have access to a member's qualifications for a variety of legitimate reasons. These reasons range from evaluating the request of an out of wing visiting member to fly an aircraft to ensuring the qualifications of out of wing resources for a large search or disaster mission. With the advent of the Homeland Security missions, the Incident Commander (IC) may have even more compelling reasons to ensure that all resources are current and qualified members of Civil Air Patrol.

The developing FMS system goes a long way toward providing the information directed by the board in previous action. Unfortunately, as rolled out to this point it does not formally meet the final requirement. To view a record from another wing or region, the proposal so far requires the incident commander to find the Web Security Administrator (WSA) of each wing from which participants come and request access to a particular member's record. This can be exceedingly time consuming and unmanageable, especially in wings that border multiple regions. Providing readily accessible alternatives within each wing, as originally directed by this board, is necessary to provide proper oversight and timely action.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve providing national level/corporate-wide access to the Interactive Personnel System which will permit read only access to any member's membership status, address/contact information and pilot/emergency services information. Additionally, with the 24 hour/7 day a week availability of the National Operations Center (NOC), provide national level WSA capability to NOC personnel so that an IC may call in and shall be given temporary national/corporate wide access to the Interactive Personnel System with the same read only privileges to a member's record.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Recommend expanding this initiative to give access of all data to Incident Commanders appointed by their wing commanders. We also recommend giving NOC personnel permission to access privileges when appropriate. Additionally, our recently upgraded permissions system for e-services can accommodate all of the recommendations mentioned in this agenda item.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

To be determined.

**NATIONAL BOARD ACTION:**

**COL WEISS/PA MOVED and COL TODD/SWR seconded that the National Board vote to approve the PROPOSED NATIONAL BOARD ACTION.**

**COL GREENHUT/NER MOVED TO AMEND and COL GLASS/MER seconded the amendment to include phone numbers and e-mail addresses as contact information, but not home addresses.**

**MOTION TO AMEND CARRIED WITH NO DISSENTING VOTE**

**MOTION, AS AMENDED, CARRIED WITH NO DISSENTING VOTE**

FOLLOW-ON ACTION: Notification and implementation of changed policy.

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**AGENDA ITEM 3**

**MS**

**Action**

**SUBJECT: FMS/Emergency Services Data Entry-Individual's Information  
PA Wg/CC – Col Weiss**

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**INFORMATION BACKGROUND:**

An individual member's data is the basic cornerstone and building block for the FMS/Emergency Services database. An individual's qualifications and certifications must be entered into the database before anything else, including verification and active qualified status, can occur. Many wings, with experience using the WMU, know how time consuming and laborious this process is. The FMS, like the WMU must initially have a member's qualifications and certifications loaded. Updates and new qualifications to a member's record must also be data entered. Then an appointed officer who should be familiar with the requirements and the required documentation must verify the qualifications. Unlike the alternatives, an individual member may not currently enter his or her own information into the FMS system. Though the file they would create does not actually populate the database, makes no changes to the live data and does nothing to the integrity of the data, members are currently restricted from giving us that data directly. This "holding file" of information also must still be verified by the appropriate authorizing officer within the wing before it can be accepted into the "live" database.

Our current options for data entry are to either have the wing Web Security Administrator (WSA) grant restricted privileges to one or a number of "data entry operators" or grant privileges to each and every member of the wing. In many wings this can be well over 2500 individual transactions for the WSA, just to provide for the administrative overhead burden of the system.

Since the data file created by the data entry of an individual's quals/certs does not enter the real database until it is verified or validated, regardless of who enters it, there is no reason the member cannot enter it himself or herself. An individual member may be granted access to enter his or her own data with a minor programming change, saving at least 52 WSAs a great number of transaction changes - all without affecting the security or integrity of the system.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve providing each member access to the Qualification/Certification module of the FMS automatically by virtue of his or her registering for the e-services.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Fully support this initiative. All members should be able to input their own data. However, validation should be restricted to key staff officers. In addition, appropriate key staff should automatically be given access for necessary reports.

As discussed and approved at the November 2002 NEC meeting, a primary development goal for CAP information technology projects is to promote data input as close to the activity/event as possible. This feature is designed into the current modules such as the qualification and certification module mentioned here. Current guidance in use for the online modules and instructions/guidance for use of WSA's state that access to restricted applications and services is at the discretion of each "unit" commander for resource information of that unit. The e-services permission system is extremely flexible in meeting the varying demands for data addition/change/viewing/deletion requirements. The capabilities cover unit requirements and cross unit requirements at all levels. Further, at the direction of the NB, a currently restricted function could easily be moved to become an unrestricted function applicable CAP-wide.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

To be determined.

**NATIONAL BOARD ACTION:**

**COL WEISS/PA moved and COL GROSHONG/PCR seconded the PROPOSED NATIONAL BOARD ACTION.**

**MOTION CARRIED WITH NO DISSENTING VOTE**

FOLLOW-ON ACTION: Notification and implementation of policy.

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**AGENDA ITEM 4**

**LG**

**Action**

**SUBJECT: Building for the Texas Wing Operations, Training and HQ  
TX Wg/CC – Col Parker**

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**INFORMATION BACKGROUND:**

The Texas wing has a forty (40) year lease at a cost of ten dollars per year with an option to renew for another forty (40) years at a cost per year to be negotiated for a site on State of Texas property at Texas State Technical College (TSTC) in Waco, Texas. This site was selected because it is centrally located with respect to the major population centers of Texas; is located on publicly owned land; and, is on an airport with an eleven thousand (11,000) foot runway with a control tower, but with very little scheduled air traffic. This site is adequate to house an 11,400 sq. ft. building to be used as the Texas Wing Operations and Training Center, to include office space for the wing Headquarters staff, and a 4,500 sq. ft. hangar which will accommodate three (3) C-182 type aircraft. This site is located near the control tower and includes ample ramp space connecting to the airport taxi way.

The airfield is located in the north part of Waco, just east of I-35. This highway (I-35) runs from the Dallas/Ft. Worth area and north to the Austin/San Antonio area and south.

In order to request bids for construction of this building, it is necessary that the National Board approves the contract between the Civil Air Patrol and the Abacus Engineering Firm. This contract has been reviewed and recommended by Lt Col Gordon Odell, the Assistant General Counsel of CAP and Lt Col Alexander M. Haw, the Texas Wing Assistant Legal Officer.

The cost of the contract with the Abacus Engineering Firm is estimated to be sixty thousand dollars (\$60,000), but not to exceed six percent (6%) of the projected cost. Funds adequate for this effort have been donated to the Texas wing and are held separate from all other wing funds.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve the Texas wing request for permission to enter into a contract with the Abacus Engineering Firm in order to release a request for bids for a Texas Wing Operations, Training and Headquarters building to be constructed on the selected site at the Texas State Technical College, Waco, Texas.

Upon selection of a successful bidder, the Texas wing is approved for construction of a Headquarters building, the cost of which is not to exceed the amount of money which has been or will be donated and is set aside for this building.

**ESTIMATED FUNDING IMPACT:**

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All funds for this project have been or will be donated to the Civil Air Patrol, Texas wing from outside individuals or organizations. There will be no requirement for funds from the Civil Air Patrol or the USAF.

### CAP NATIONAL HEADQUARTERS' COMMENTS:

The National Board should consider that proceeding with this project places CAP as the contracting party and any liabilities (contractual, tort, or otherwise) arising out of this project are exposures to the corporation as a whole and the corporation is liable in the event of cost overruns or other unforeseen liabilities. Therefore, the decision to proceed should be a "corporate" decision.

Additionally, we recommend that the National Board establish a corporate policy on construction contracts. Policies and procedures for processing construction contracts are drafted as part of a new CAPR 70-1. The draft provides that one step in the process is "The Commander obtains NEC approval for facility projects estimated to exceed \$25,000 prior to beginning the process. The NEC may seek BoG/NB approval if deemed appropriate." There is no stated policy regarding which projects if any, shall require BoG/NB approval.

### COMMITTEE RECOMMENDATION:

None.

### REGULATIONS AND FORMS AFFECTED:

CAPR 70-1, *CAP Acquisition*.

### NATIONAL BOARD ACTION:

**COL PARKER/TX MOVED and COL TODD/SWR seconded the PROPOSED NATIONAL BOARD ACTION.**

**COL CHARLES/GLR MOVED TO AMEND and COL GROSHONG/PCR seconded the amendment to add a statement that this contract will be considered as the model for future building contracts.**

From the discussion, the board intended that this building project be monitored by NHQ to determine processes and procedures necessary for CAP regulations. These procedures are to be presented at a future National Board

### **MOTION TO AMEND CARRIED WITH NO DISSENTING VOTES**

### **MOTION, AS AMENDED, CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: Texas wing proceed with contract negotiations and the construction of a headquarters building in accordance with the proposal. NHQ CAP/LG will monitor the project.

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**AGENDA ITEM 5**

**IG**

**Action**

**SUBJECT: Proposed Change to CAPR 123-2  
NY Wg/CC – Col Granville**

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**INFORMATION BACKGROUND:**

A few major corporations such as Anderson Inc; Enron and others have been devastated by the loss of public trust that resulted from concealing critical operating information. Expensive management consultants assured the corporate executives that such practice was within legally accepted limits; however, the suspicion of concealing possible inappropriate activities is enough to seriously damage even corporations with the highest reputation.

As a private corporation, CAP has wide legal latitude in formulating policies and regulations, but also needs to assure the trust and confidence of the Air Force, CAP members and the general public is maintained. We need to regularly examine our policies and practices of information management for possible unintended consequences. It is not sufficient to limit our conduct to what is legal; but, we must also visibly demonstrate the courage, responsibility, accountability, justice, openness, self-respect and humility that is reasonably expected of a congressionally chartered benevolent organization.

One area of concern is in Section 8 of CAPR 123-2 on complaints, that directs all case files are confidential and required to be kept under lock and key. Sanitizing these final case files will directly benefit CAP by:

- Further aiding our formulation of CAP policies, regulations and procedures.
- Facilitate the reduction of the total number of complaints by providing open and consistent interpretations of our regulations, practices and procedures.
- Provide human resource training guidance at all command and staff levels.
- Remove an appearance of concealing inappropriate activities.
- Provide command field oversight information needed to assure standards compliance and identify repetitive contentious issues that may require clarifications or policy changes.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve the following changes:

1. CAPR 123-2 be revised to reflect access to completed case files to commence after the release of this revised regulation for the purpose of extracting the circumstances of each case. This should be accomplished only at the National level by CAP HQ/GC and IG, as well as, CAP-USAF/JA and IG.

2. National Headquarters establishes a method of posting completely sanitized files that are indexed to cite CAP regulations as part of the NHQ web. The file shall be scanned (such as Adobe Acrobat) and altered only with the assigned file number and the obliteration of all parties, unit designators, etc., in such a way that it is presented in a generic format.
3. Case files will be archived after all CAP regulations referenced in the case file have been reviewed and revised accordingly.

**ESTIMATED FUNDING IMPACT:**

IG funding estimate: The National Inspector General team sanitized six (6) Reports of Investigation (ROI) for the Civil Air Patrol Inspector General College conducted in June 2002. Based on the man-hours required for this activity and the estimated (no hard statistics are currently available) number of ROIs, we estimate the cost at \$40,000 per year.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The National Board should consider that operational data such as that concealed by Enron and Anderson, Inc. is not the same as reports of complaint investigations. These reports seldom, if ever, contain operational or financial information that is not already available through other sources. In fact, most organizations, including the US Government, do not make such reports public.

The maintenance of trust and confidence of the US Air Force, CAP membership and the public does not rest on the making public of these reports, either. The US Air Force does not make this type of information available. The Air Force has found this confidentiality to be so important that the requirement is written into the US Code governing the USAF IG systems.

It is probable that the CAP complaints program could cease to be effective should these reports be made public. Experience shows it is impossible to "sanitize" a ROI enough to hide the identity of a complainant and/or witness from those who are close to a complaint investigation, and still make the information useful. The fact that people will be able to figure out who said what to whom could destroy the entire concept of maintaining complainant and witness confidentiality.

It is doubtful that the public's confidence in CAP will be reinforced or enhanced by making public the information contained in complaint investigation reports. CAP's complaints program is similar to the Air Force program. The Air Force system does not allow for releasing such information in a sanitized format.

One possible alternative would be a program that would compare complaints to CAP directives. This program may provide commanders significant data as to which directives seem to generate the most complaints. If this alternative is acceptable, then the CAP IG requests time to develop a proposal and report back to the August 2003 National Board.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 123-2, *Complaints*.

**NATIONAL BOARD ACTION:**

**COL GRANVILLE/NY MOVED and COL WEISS/PA seconded the PROPOSED NATIONAL BOARD ACTION.**

During discussion alternate ways to address this issue were suggested.

**BRIG GEN WHELESS/CV MOVED and COL MURRELL/OH seconded that agenda item 5 be tabled for consideration at the August 2003 National Board meeting.**

**MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: Inclusion in the August 2003 National Board agenda.

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**AGENDA ITEM 6**

**PA**

**Action**

**SUBJECT: CAP Busch Car Marketing Platform  
NV Wg/CC – Col Wallace**

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**INFORMATION BACKGROUND:**

CAP has obligated approximately \$5,000,000 during the past two years to the NASCAR marketing platform. The financial return has been minimal and has resulted in a loss on our investment. While this was a worthwhile experiment in marketing, it has proven to be a disastrous investment.

The minutes of the 3 December 2002 BoG indicated that the decision to renew with Lewis MotorSports for the next race season must be made by 1 July 2003.

In the best interest of CAP and to allow Lewis MotorSports to negotiate with potential sponsors, a timely decision must be made to continue or terminate this program.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to recommend to the BoG that if substantial revenues are not recovered prior to the July 2003 deadline, the contract with Lewis MotorSports be terminated.

**ESTIMATED FUNDING IMPACT:**

A savings to CAP of \$2,000,000 for terminating the next year of the contract.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

**RESULTS OF THE 2002 SEASON:**

Associate Sponsors:

Actual	\$7,500
Contributions	\$960
Membership increase	8.2 %

Total direct television exposure value \$4,893,830  
(Calculated by Joyce Julius and Associates Civil Air Patrol placed in the top 25 sponsors out of 142 for television exposure received during 2002.)

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

None.

**NATIONAL BOARD ACTION:**

**COL WALLACE/NV MOVED and COL HYMAN/SC seconded the PROPOSED NATIONAL BOARD ACTION.**

**MOTION CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: Inclusion in the May 2003 NEC agenda and the Jun 2003 BoG agenda.

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**AGENDA ITEM 7**

**ET**

**Action**

**SUBJECT: Senior Specialty Track  
FL Wg/CC – Col Sharkey**

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**INFORMATION BACKGROUND:**

With increased reliance on internet and computer technologies, a new specialty track that emphasis this important knowledge needs to be created for senior members. This specialty track will allow members who have these special skills to continue to develop and to use their skill for the advancement of CAP.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to establish a specialty track for senior members to be known as Internet Technology.

**ESTIMATED FUNDING IMPACT:**

To be determined.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Support creation of such a specialty track and recommend forwarding this item to the education and training committee for detailed development. Further recommend the specialty track be extended to encompass the broader scope of "information technology" which would include the "internet" aspect suggested here. NHQ/MSI would like to participate in the committee development process.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

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

**NATIONAL BOARD ACTION:**

**COL SHARKEY/FL MOVED and COL TODD/SWR seconded the PROPOSED NATIONAL BOARD ACTION, amended to change "Internet Technology" to "Information Technology."**

**MOTION CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: Development of the new specialty track by the education and training committee and report back to the August 2003 National Board.

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**AGENDA ITEM 8**

**DP**

**Action**

**SUBJECT: CAP Finance Officers  
CAP/CS – Col Kauffman**

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**INFORMATION BACKGROUND:**

The finance officer position has become increasingly important in CAP. Since criminal charges against a finance officer and/or unit commander could be filed, a higher level of professionalism is now required in this position. To entice professional experienced accounting personnel to join CAP it now seems appropriate to offer these individuals the same professional appointment promotion opportunities that are offered to the aerospace education officers, legal officers, health services personnel, chaplains and moral leadership officers.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approves the following changes:

Recommend CAPR 35-5 be changed as follows:

Paragraph 23f. Added – Finance Officer is a Certified Public Accountant, Certified Management Accountant or other accounting professional.

Paragraph 25f. Added – Finance Officers. Upon successful completion of Level 1 and Cadet Protection Program training, the unit commander may initiate a CAP Form 2 on qualified finance officers, recommending the appropriate grade, as outlined below:

1Lt. - Associate Degree in accounting with two years verified work experience in the accounting profession or a high school diploma with five years verified work experience in the accounting profession.

Captain – Bachelors Degree in accounting with two years verified work experience in the accounting profession a Masters Degree in accounting, Certified Public Accountant (CPA) or Certified Management Accountant (CMA).

Major – Masters Degree in accounting, Certified Public Accountant (CPA) or Certified Management Accountant (CMA) with one year as captain in the position of finance officer.

Paragraph 26, 2 (a) Added – Professional accounting personnel serving as finance officers are exempt from senior member training after Level 1 and Cadet Protection program training for the purpose of promotions under this category, but are encouraged to complete all available training.

**ESTIMATED FUNDING IMPACT:**

Cost of reprinting forms and governing regulation.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

National Headquarters supports the creation of this position.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*;  
CAP Form 2, *Request for Approval of Personnel Action*

**NATIONAL BOARD ACTION:**

**COL KAUFFMAN/CS MOVED and COL MURRELL/OH seconded the PROPOSED NATIONAL BOARD ACTION.**

During discussion several possible amendments were proposed.

**COL GROSHONG/PCR MOVED and COL STEPHENSON/WA seconded that this agenda item be tabled for staffing and further clarification.**

**MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: National Headquarters and committee staffing, and inclusion in the August 2003 National Board agenda.

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**AGENDA ITEM 9**

**DP**

**Action**

**SUBJECT: CAP Membership Forms  
HQ CAP/EX – Col Allenback**

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**INFORMATION BACKGROUND:**

The membership applications currently used by individuals applying for cadet or senior membership contain the following statement above the unit commander's signature: "I certify that this applicant is accepted as a member of Civil Air Patrol subject to approval by higher headquarters with National Headquarters as the final approving authority. Membership commences on the date indicated below." The aerospace education membership application has the following statement above the signature of the National Headquarters/ET approving authority: "I certify that this applicant is accepted as a member of Civil Air Patrol; membership commences on the date shown below." It has recently been brought to our attention that these statements could be in direct conflict with our current process. CAPR 39-2, CAP Membership, paragraph 1-3 states, "Initial membership commences when the unit commander authenticates the application form and terminates 1 year later on the last day of the month in which the membership application is processed by National Headquarters."

In reality, the date joined in the CAP membership database is the date the application is processed by National Headquarters. This practice has been in place for many years and was initiated to ensure that membership dues were paid and applications accepted by National Headquarters prior to individuals representing themselves as members of Civil Air Patrol. We feel the inconsistency between the regulation/practice and the wording on the form could cause a problem if there is ever a dispute over the actual date an applicant becomes a member.

See forms at attachment 1.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board approve the CAP Form 12, Form 13 and Form 15 change to read: "I certify that this applicant is accepted as a member of Civil Air Patrol subject to approval by higher headquarters. Membership becomes effective when this application is processed by National Headquarters and the individual's name appears on the National Headquarters database." Additionally, CAPR 39-2, paragraph 1-3, changed to read, "Initial membership commences on the date the membership application is processed by National Headquarters and the individual's name appears on the official membership database. Membership terminates 1 year later on the last day of the month in which the application was processed by National Headquarters."

**ESTIMATED FUNDING IMPACT:**

Cost of reprinting forms and governing regulation.

**COMMITTEE RECOMMENDATION:**

None.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 39-2, *CAP Membership*; CAP Form 12, *Application for Senior Membership*; CAP Form 13, *Application for Aerospace Education Membership* and CAP Form 15, *Application for Cadet Membership*.

**NATIONAL BOARD ACTION:**

**COL CHARLES/GLR MOVED and COL PARKER/TX seconded the PROPOSED NATIONAL BOARD ACTION.**

**MOTION CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: Change to CAP Form 12, Form 13, and Form 15, and CAPR 39-2, notification to the field.

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**AGENDA ITEM 10**

**DP**

**Action**

**SUBJECT: Change to CAPM 39-2, *General Membership*  
National Committee for CAP Rank Restructure**

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**INFORMATION BACKGROUND:**

Under CAPM 39-2 paragraph 1-2, MEMBERSHIP CATEGORIES, CAP membership is divided into 7 categories. Adult members of the Civil Air Patrol are currently referred to as senior members, which is a misnomer because they are not really “senior” to cadets, but only older than cadets; therefore, the term “senior” may imply that the CAP adult members are elderly. The term “CAP senior member” should be changed to “CAP service member”, which is similar to the term used to describe U.S. military personnel (servicemen and women), and better describes the fact that CAP adult members provide a public service to their communities, states and nation.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve a change to CAPM 39-2, paragraph 1-2 which reflects 7 categories of CAP membership; changing “seniors” to read “service members”.

**ESTIMATED FUNDING IMPACT:**

To implement this change would require a revision to potentially every CAP form and publication. Cost is contingent upon how quickly the National Board wants the proposed change to appear in the affected regulations.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The National Board should consider the reason for this change and whether or not it would warrant the expense.

**COMMITTEE RECOMMENDATION:**

As presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPM 39-2 *General Membership* (Initial Change), all other CAP publications on an attrition basis.

**NATIONAL BOARD ACTION:**

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded that agenda items 10 through 14 be tabled until proper draft regulation changes have been formulated.**

**MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES**

The national commander allowed an open dialogue on the proposals contained in agenda items 10 through 14 in order to gather feedback on the feelings of the board.

After discussion there was consensus of the board to formally address these proposals.

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded** that agenda items 10 through 14 be taken from the table.

**MOTION TO TAKE FROM THE TABLE CARRIED WITH NO DISSENTING VOTES**

The committee recommended approval of the PROPOSED NATIONAL BOARD ACTION.

**MOTION FAILED WITH NO AFFIRMATIVE VOTES**

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**AGENDA ITEM 11**

**DP**

**Action**

**SUBJECT: Change to CAPR 35-5, CAP Officer and Noncommissioned Officer  
Appointments and Promotions  
National Committee for CAP Rank Restructure**

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**INFORMATION BACKGROUND:**

**CAP WARRANT OFFICER CORPS:** There are some adults who are interested in joining the Civil Air Patrol in order to participate in CAP's operational flying and emergency services missions, but they do not pursue CAP senior member membership because they do not want to hold any unit staff positions, regularly attend unit meetings or complete any CAP senior member training requirements. Similarly, there are also some current CAP senior members who do not want to do anything outside of participating in the CAP's operational missions of Search and Rescue, Disaster Relief, Counterdrug, and (in the near future) Homeland Security. There is a place for these people in the Civil Air Patrol organization as CAP warrant officers. Traditionally, warrant officers are specialist officers, as opposed to line officers who are generalist officers, therefore, the warrant officer corps is the ideal category in which to place those CAP service members who have specialized expertise in certain mission-related skills and who do not wish to be placed into unit command or staff positions. These CAP service members would typically be pilots, observers, radio operators, aircraft mechanics, ground team members, automotive mechanics and emergency medical and nursing personnel who would only participate when called upon to perform one of the CAP operational missions. They would not be required to attend regular CAP unit meetings, hold unit staff positions or participate in the CAP service member training program. They would only be required to own and wear CAP operational uniforms (i.e.: flight suits, jump suits, or BDUs), and their warrant officer grades would be permanent grades, unless, they increased their mission-related levels of expertise, in which case they would be eligible for appointment to a higher warrant officer grade. The four CAP warrant officer grades would be: 1) Warrant Officer (WO), 2) Senior Warrant Officer (SWO), 3) Master Warrant Officer (MWO), and 4) Chief Warrant Officer (CWO). The grade insignia for WO would be the obsolete USAF WO-1 grade insignia, the grade insignia for SWO would be the obsolete USAF CWO-2 grade insignia, the grade insignia for MWO would be the obsolete USAF CWO-3 grade insignia, and the grade insignia for CWO would be the obsolete USAF CWO-4 grade insignia. Reintroducing the warrant officer corps would provide adults with unique operational skills an incentive to join CAP as service members, and would also provide these part-time volunteer CAP service members with a grade insignia recognizing the critical positions that they occupy in the CAP organization. CAP warrant officers would be entitled to salutes from both CAP service member NCO personnel and from CAP cadets, and would be required to salute all CAP officers, but would not be required to salute each other.

See attachment 2.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve a change to CAPR 35-5, which will reflect four (4) Warrant Officer grades and new requirements for promotion in these grades. This would be a unique Civil Air Patrol grade structure and should not require changes to AFI 10-2701.

**ESTIMATED FUNDING IMPACT:**

Estimated funding impact: \$9,600 software change cost.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The Air Force retains control of the senior member grade structure. Therefore, if this change were approved, it would still require Air Force approval. Members who currently accept mission related skills promotions to officer grades are not required to advance; therefore, a new warrant officer structure would not necessarily provide any benefit not already available.

**COMMITTEE RECOMMENDATION:**

As presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-5. *CAP Officer and Noncommissioned Officer Appointments and Promotions.*

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

**NATIONAL BOARD ACTION:**

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded that agenda items 10 through 14 be tabled until proper draft regulation changes have been formulated.**

**MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES**

The national commander allowed an open dialogue on the proposals contained in Agenda Items 10 through 14 in order to gather feedback on the feelings of the board.

After discussion there was consensus of the board to formally address these proposals.

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded that agenda items 10 through 14 be taken from the table.**

**MOTION TO TAKE FROM THE TABLE CARRIED WITH NO DISSENTING VOTES**

**February-March 2003 Minutes**

**The committee recommended approval of the PROPOSED NATIONAL BOARD ACTION.**

**MOTION FAILED WITH NO AFFIRMATIVE VOTES**

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**AGENDA ITEM 12**

**DP**

**Action**

**SUBJECT: Change to CAPR 35-5 Section E, Professional Appointments and Promotions  
National Committee for CAP Rank Restructure**

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**INFORMATION BACKGROUND:**

**CAP DIRECT OFFICER APPOINTMENTS:** CAP should continue to directly appoint qualified individuals with professional licensure or credentials, and certain former CAP cadet officers, to CAP company grade officer ranks (Second Lieutenant, First Lieutenant and Captain) who are serving in the following staff officer positions: medical staff officers, legal staff officers, chaplain staff officers, aerospace education staff officers and cadet programs. The criteria for making these direct appointments to CAP officer grade based upon professional or unique qualifications should remain very similar to the current CAP direct officer appointment criteria. Exception would be that no individual could be appointed directly from outside of CAP to the grades of CAP Major or Lieutenant Colonel. The new criteria would establish a roadblock at promotion to CAP Major or Lieutenant Colonel that direct appointees would not be able to pass through until they had completed level III of the CAP service member training program and had met all other standard promotion requirements (TIG). This mechanism would effectively prevent rapid promotion to the grades of CAP Major in professional specialties (e.g. physicians, nurses, attorneys, clergy and educators) for people who have little or no experience in CAP. This would not affect the appointment of officers under section C of this regulation.

See attachment 3.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve a change to CAPR 35-5 Section E, to meet the appointment and promotion criteria as outlined in the attached chart. Also, establish a 3-year time-in-grade requirement for all professional appointees to progress from Captain to Major. Delete Paragraph 17 and Figure 4 of Section C. At the following statement Section C, paragraph 13c/d and paragraph 14. "Promotion to the temporary grade of Major/Captain/Lt Col is concurrent with appointment as group/squadron commander or legislative liaison officer, respectively. Permanent promotion is contingent upon recommendation of the wing commander and satisfactory completion of assignment."

**ESTIMATED FUNDING IMPACT:**

Estimated funding impact: \$4,800 software change cost.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

CAP has recognized the value of the skills these professional individuals possess. To preclude these members from advancing above the grade of captain may prove to be a detriment for individuals to join when many of these positions are already extremely hard to fill. The proposed temporary promotion for squadron/group commander and wing legislative liaison officer may discourage members from applying for these extremely hard to fill positions.

**COMMITTEE RECOMMENDATION:**

As presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-5. *CAP Officer and Noncommissioned Officer Appointments and Promotions.*

**NATIONAL BOARD ACTION:**

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded** that agenda items 10 through 14 be tabled until proper draft regulation changes have been formulated.

**MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES**

The national commander allowed an open dialogue on the proposals contained in Agenda Items 10 through 14 in order to gather feedback on the feelings of the board.

After discussion there was consensus of the board to formally address these proposals.

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded** that agenda items 10 through 14 be taken from the table.

**MOTION TO TAKE FROM THE TABLE CARRIED WITH NO DISSENTING VOTES**

The committee recommended approval of the PROPOSED NATIONAL BOARD ACTION.

**MOTION FAILED WITH NO AFFIRMATIVE VOTES**

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**AGENDA ITEM 13**

**DP**

**Action**

**SUBJECT: Change to CAPR 35-5 Section G to Reflect Four CAP Flight Officer Grades**

**National Committee for CAP Rank Restructure**

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**INFORMATION BACKGROUND:**

**CAP FLIGHT OFFICER CORPS:** A need exists to provide grade insignia to new CAP service members over the age of 21 who have not yet met the CAP service member training program requirements for promotion to the grade of CAP Second Lieutenant. This will firmly place new members into the organizational structure and alleviate the need to wear a CAP military-style uniform without any identifying grade insignia on it (possibly for as long as three years for those service members who join CAP at the age of 18). There is also a need to provide grade insignia to former CAP cadets over the age of 18 who are not yet 21 years old and, therefore, not old enough to qualify for appointment to CAP officer grade. The flight officer corps satisfies that need because it is essentially a corps of "officers-in-training".

The four CAP flight officer grades would be: 1) Flight Officer (FO); 2) Technical Flight Officer (TFO); 3) Senior Flight Officer (SFO); and 4) Master Flight Officer (MFO). The insignia for the FO would be a (new) single dark blue bar, the grade insignia for the TFO would be a single dark blue bar with a silver stripe, the grade insignia for the SFO would be a single dark blue bar with two silver stripes, and the grade insignia for the MFO would be a single dark blue bar with three silver stripes. CAP flight officer grade insignias would be temporary, not permanent, since all CAP service members in the flight corps would be working towards either promotion to a CAP officer grade or appointment to a CAP warrant officer grade. As "officer-in-training", these CAP flight officers would be required to salute all CAP officers and warrant officers, and would be entitled to be saluted by CAP cadets, but not by CAP service members Noncommissioned officers nor would they be required to salute each other.

See attachment 4.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve a change to CAPR 35-5 Section G, which will reflect four (4) flight officer grades and new requirements for promotion in these grades. This is a unique Civil Air Patrol grade structure and will not require changes to AFI 10-2701.

**ESTIMATED FUNDING IMPACT:**

Estimated funding impact: \$4,800 software change cost.

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**CAP NATIONAL HEADQUARTERS' COMMENTS:**

The Air Force retains control of the senior member grade structure. At the present time, CAP is only authorized flight officer grades for those senior members between the ages of 18 and 21. This change will require Air Force approval.

**COMMITTEE RECOMMENDATION:**

As presented.

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-5. *CAP Officer and Noncommissioned Officer Appointments and Promotions.*

**NATIONAL BOARD ACTION:**

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded that agenda items 10 through 14 be tabled until proper draft regulation changes have been formulated.**

**MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES**

The national commander allowed an open dialogue on the proposals contained in Agenda Items 10 through 14 in order to gather feedback on the feelings of the board.

After discussion there was consensus of the board to formally address these proposals.

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded that agenda items 10 through 14 be taken from the table.**

**MOTION TO TAKE FROM THE TABLE CARRIED WITH NO DISSENTING VOTES**

**The committee recommended approval of the PROPOSED NATIONAL BOARD ACTION.**

**MOTION FAILED WITH NO AFFIRMATIVE VOTES**

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**AGENDA ITEM 14**

**DP**

**Action**

**SUBJECT: Change to CAPR 35-5, CAP Officer and Noncommissioned Officer  
Appointments and Promotions  
National Committee for CAP Rank Restructure**

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**INFORMATION BACKGROUND:**

**CAP NONCOMMISSIONED OFFICER (NCO) CORPS:** There is a need to accommodate former enlisted Noncommissioned Officers (NCOs) from the various U.S. military services who do not wish to become CAP officers, but who want to contribute their unique military skills and backgrounds to CAP. Most CAP NCOs would be best employed supporting the cadet program, however, they would be eligible to fill any staff officer position except for commander or deputy commander. Since most CAP NCOs would be focused solely upon the CAP cadet program, they would be used extensively at CAP cadet encampments and at other cadet training activities. CAP NCOs supporting the cadet program would function in a similar fashion to the way that retired USAF NCOs are now used to implement the Air Force Junior ROTC program. Those CAP NCOs would provide basic military instruction to CAP cadets as Cadet Training Instructors (CTIs) in the local CAP community squadrons, where they would teach CAP cadets in the subjects of basic military drill, customs and courtesies, military uniform wear, leadership laboratory skills, military service, physical fitness, drill team competitions, sports competitions, ground team skills, and also act as cadet activity organizers and chaperones. There would be no initial enlisted training for CAP NCOs; so all CAP NCOs would have to have completed basic military training in their respective U.S. military services in order to qualify for appointment as CAP NCOs. They would be required to complete Time-In-Grade, duty performance, USAF professional military education and CAP service member training program requirements in order to qualify for promotion to higher CAP NCO grades. Only one CAP Chief Master Sergeant position would exist in each CAP wing as the Wing Command Chief Master Sergeant (no special insignia will be authorized), and only one CAP Senior Master Sergeant position would exist in each CAP Group as a Group Command NCO. CAP NCOs would be required to salute all CAP officers and CAP warrant officers, but would not be required to salute CAP flight officers.

See attachment 5.

**PROPOSED NATIONAL BOARD ACTION:**

That the National Board vote to approve a change to CAPR 35-5 Section F, which will affect eight (8) Noncommissioned officer grades and new requirements for promotion in these grades. This is not a unique Civil Air Patrol grade structure and will require changes to AFI 10-2701.

**ESTIMATED FUNDING IMPACT:**

Estimated funding impact: \$4,800 software change cost.

**CAP NATIONAL HEADQUARTERS' COMMENTS:**

Any former military NCO may currently retain that grade while in CAP. This proposal allows for subsequent NCO promotions and may require Air Force approval.

**COMMITTEE RECOMMENDATION:**

A modified version of this agenda item was placed before the National Board in March 2002 and sent to committee. It is the committee's recommendation that it be adopted and promotion procedures along with insignia designation be incorporated in CAPR 35-5. This will increase our appeal to the general membership, place increased emphasis on the professional NCO Corp and allow for progress of those wishing to serve as Noncommissioned Officers. Below is the CAP-USAF position as stated during the March 2002 winter National Board meeting.

**CAP-USAF POSITION:** CAP-USAF supports this initiative to allow former or retired AF NCOs to maintain that similar rank in CAP. If the National Board feels members who have no prior enlisted time should be offered the same opportunity, CAP-USAF will work a change to AF Instruction 10-2701, para 1.3.5.2, "Senior Member Grade Structure" which states "CAP Noncommissioned officer grades are for senior members who are current or former military Noncommissioned officers and do not wish to be considered for CAP officer grade and range from staff sergeant to chief master sergeant".

**REGULATIONS AND FORMS AFFECTED:**

CAPR 35-5. *CAP Officer and Noncommissioned Officer Appointments and Promotions.*  
Section F: Noncommissioned Officer Grades.

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

**NATIONAL BOARD ACTION:**

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded that agenda items 10 through 14 be tabled until proper draft regulation changes have been formulated.**

**MOTION TO TABLE CARRIED WITH NO DISSENTING VOTES**

The national commander allowed an open dialogue on the proposals contained in Agenda Items 10 through 14 in order to gather feedback on the feelings of the board.

After discussion there was consensus of the board to formally address these proposals.

**COL WEISS/PA MOVED and COL GROSHONG/PCR seconded that agenda items 10 through 14 be taken from the table.**

**MOTION TO TAKE FROM THE TABLE CARRIED WITH NO  
DISSENTING VOTES**

The committee recommended approval of the PROPOSED NATIONAL BOARD ACTION.

**MOTION DID NOT PASS**

FOLLOW-ON ACTION: NHQ notification to National Committee for CAP Rank Structure that agenda items 10 through 14 did not pass.

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**AGENDA ITEM 15**

**XP**

**Action**

**SUBJECT: Committee Reports  
CAP/CC – Maj Gen Bowling**

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**Committees**

**1. Finance Committee**

**Col Skiba**

There was no report.

**2. Development Committee**

**Col Bonner**

COL BONNER presented a slide briefing (see Atch. 3). A copy of the CAP Development Committee minutes, 12 January 2003 and 9 February 2003, were distributed.

**a. Recruiting Officer Specialty Badge**

**The committee recommended approval of this badge: May 2002 NEC approved badge concept—tied to specialty track.**

**MOTION CARRIED WITH NO DISSENTING VOTE**

FOLLOW-ON ACTION: HQ CAP staff actions.

**b. Honor Guard, Cadet Competition Teams and Music Academy Shoulder Cords**

**The committee recommended approval of the proposal: Authorize cadet members to wear these specific cords at all times.**

**MOTION CARRIED WITH NO DISSENTING VOTE**

FOLLOW-ON ACTION: HQ CAP staff actions.

**c. Professional Appointment Promotion—Finance Officers**

**This item was considered under agenda item 8.**

**d. CAP Command Badge**

**The committee recommended disapproval of the proposal: Authorize CAP command badge in three levels.**

**COL WEISS/PA MOVED TO AMEND and COL GROSHONG/PCR seconded the amendment that in addition to the command service ribbon the National Board authorizes the command service badge for squadron and group commanders.**

**COL McCONNELL/NAT CAP MOVED and COL MYRICK/CA seconded that this item be returned to the development committee for further study and recommendation for proper wear.**

**MOTION TO RETURN TO COMMITTEE CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: Referral to development committee for action and inclusion in August 2003 National Board agenda.

**e. USAF Academy Survival Course Patch**

The committee recommended disapproval of the proposal: Recognize participation in former national activity (1970s/1980s)

**COL JENSEN/AR PROXY MOVED and COL TRICK/MD seconded that the National Board vote to recognize participation in former national activity (1970s/1980s)**

**MOTION FAILED WITH NO AFFIRMATIVE VOTES**

**f. Military Class of Membership**

The committee recommended disapproval of the proposal: All US military, government employees, Coast Guard/National Guard/Reserve members performing Homeland Security duties be “military” members of CAP.

**COL MURRELL/OH MOVED and COL TODD/SWR seconded that the National Board vote to approve the recommendation of the committee.**

**MOTION CARRIED WITH NO DISSENTING VOTES**

**g. Notification Procedures for Associate Members**

The committee recommended disapproval of the proposal: “Request NHQ notify wings of all current associate members and future applications; with wing/CC having final approving authority.”

Additionally, the committee also recommends the deletion of the associate member category.

**COL BUTTERFIELD/UT MOVED and COL GRANVILLE/NY seconded that the National Board vote to approve the recommendations of the committee.**

**MOTION CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: HQ CAP staff actions.

**h. Embroidered Flight Suit Nametag (old business):**

***COL WALLACE/NV MOVED and COL CHARLES/GLR seconded that the National Board adopt the embroidered flight suit nametag, in concept, and that this item be forwarded to CAP-USAF/CC for Air Force approval.***

**MOTION CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTIONS: HQ CAP forward to CAP-USAF/CC for Air Force approval.

**3. Operations Committee**

**Col Skiba**

See attachment 4.

**a. Survival Equipment**

After determining requirements of region and wings, the executive director will include funding for the established requirements in the FY05 POM, and will determine a source of funding for FY04.

FOLLOW-ON ACTIONS:

- (1) Regions and wings provide survival equipment requirements to National Headquarters
- (2) HQ CAP/EX include in FY05 POM and determine FY04 funding

**b. Paper Work Reduction**

The committee recommended approval of the following proposal: After wings have all their pilot records entered/validated in FMS, the following are the items that should be maintained in pilot folders:

- FAA pilot (and CFI if applicable) certificate
- FAA medical
- Copies of any failed CAPF 5 or CAPF 91
- Copy of Statement of Understanding

**MOTION CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: National Headquarters implementation of policy and notification to the field.

**c. Alerting System**

The committee recommended approval of the following alerting system:

<b>RED (Severe)—</b>	<b>Severe risk of terrorist attack or disaster operations</b>
<b>ORANGE (High)—</b>	<b>High risk of terrorist attack or disaster operations</b>
<b>YELLOW (Elevated)—</b>	<b>Significant risk of terrorist attack or disaster operations</b>
<b>BLUE (Guarded)—</b>	<b>General risk of terrorist attack or disaster operations</b>
<b>GREEN (Low)—</b>	<b>Low risk of terrorist attack or disaster operations</b>

**BRIG GEN WHELESS/CV MOVED and COL MURRELL/OH seconded** that the National Board vote to authorize the national commander to adopt and revise from time to time an alerting system identical or substantially similar to the five levels of the federal government alerting system.

**MOTION CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTION: The national commander implement an alerting system for CAP.

**4. Education & Training Committee                      Col Convery**

There was no report.

**5. STEP Committee    Brig Gen Anderson**

BRIG GEN ANDERSON presented a slide briefing (see Atch. 5), which provided an update of this committee. He also recognized Col Gary Tobey for his outstanding efforts in the early stages of the Strategic/Tactical Evaluation & Planning Committee.

**COL KAUFFMAN/CS MOVED and COL MORRELL/OH, COL TRICK/MD, COL MCCONNELL/NAT CAP, COL ANGEL/MS, COL TODD/SWR, and COL GROSHONG/PCR, seconded** that the National Board vote to (1) validate the new mission statement, (2) validate the vision statement, (3) validate the core values, and (4) validate the long-term objectives (LTOs).

**MOTION CARRIED WITH NO DISSENTING VOTES**

FOLLOW-ON ACTIONS:

- (1) A copy of the slides posted on the web.
- (2) The STEP committee recommendations sent to the Board of Governors for final approval.

**6. Paper Work Reduction Committee                      Brig Gen Wheless**

BRIG GEN WHELESS/CV provided an update of this committee. He highlighted those actions recommended for National Board approval.

**7. Safety Process Action Group                              Col Schamel**

COL SKIBA/NFO, in the absence of COL SCHAMEL, provided an update of the Safety Process Action Group. He stated that the proposed changes to CAPR 60-1 reflect the recommendations of the SPAG.

**8. CAD Committee    Col Greenhut**

COL GREENHUT presented a slide briefing, which provided an update of this committee.

**9. Homeland Security                                        Col Greenhut**

COL GREENHUT presented a slide briefing, which provided an update of his homeland security presentation.

**10. Cadet Programs Committee                            Col Glasgow**

COL GLASGOW/NCR briefed a proposed agenda item (see Atch. 6). The committee recommended the following PROPOSED NATIONAL BOARD ACTION:

**“That the National Board approve a change to the minimum age requirement to join as a cadet to 12 years old, with the caveat that middle school initiative (MSI) distinctive programs be allowed to receive members who are attending the sixth grade, even if under 12 years old. Effective 1 September 2003. Current cadets under 12 years of age will be “grandfathered” and not lose membership status.”**

This proposal was favorably received. Several dates were suggested in order to implement the new age minimum sooner.

**COL GLASGOW/NCR MOVED TO AMEND and COL VAZQUEZ/VA seconded the amendment that the effective date be changed to 1 May 2003.**

**MOTION TO AMEND CARRIED WITH NO DISSENTING VOTES**

**MOTION, AS AMENDED, CARRIED WITH NO DISSENTING VOTES**

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

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**AGENDA ITEM 16**

**Action**

**SUBJECT: Old Business**

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**1. ITEM: Survival Equipment: Agenda Item 3 from the Nov 02 NEC**

National operations committee tasked to review and evaluate managing and supporting CAP survival equipment.

**This item was discussed under agenda item 15, committee reports (Item 3. Operations Committee).**

**2. ITEM: Paper Work Reduction Item 4: Agenda Item 12 from the Nov 02 NEC**

Safety process action group tasked to look into pilot record keeping requirements of CAPR 60-1.

**This item was considered under agenda item 15, committee reports (Item 3. Operations Committee)**

**3. ITEM: CAP Alerting System: Agenda Item 15 from the Nov 02 NEC**

National operations committee tasked to look into the proposed alerting system for CAP personnel.

**This item was considered under agenda item 15, committee reports (Item 3. Operations Committee)**

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**AGENDA ITEM 17**

**Action**

**SUBJECT: New Business**

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**1. ITEM: AOPA Airport Watch**

Mr. Andy Cebula presented a slide briefing. An AGENDA ITEM describing this program was distributed. Also, a video and accompanying guidelines were distributed to National Board members.

**MAJ GEN BOWLING MOVED and COL GLASGOW/NCR seconded that the National Board vote to approve CAP participation in the AOPA airport watch program.**

**MOTION CARRIED WITH NO DISSENTING VOTES**

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

**2. ITEM: Confirmation of Appointment of National Inspector General**

**MAJ GEN BOWLING/CC appointed Col William S. Charles, CAP as the National Inspector General, effective 1 March 2003.**

**COL MURRELL/OH MOVED and COL MCCONNEL/NAT CAP seconded that the National Board vote to confirm the national commander's appointment of Col William S. Charles as the National Inspector General for the remainder of Col Hargrove's tenure (August 2003).**

**MOTION CARRIED WITH NO DISSENTING VOTES**

BRIG GEN BOWLING administered the CAP oath of office to Col Charles as the National Inspector General.

**3. ITEM: New Cadet Activity—Legislative Day Program**

COL BURRELL/IL proposed that the National Board consider a new cadet activity—legislative day program—that would be held the same time as the winter National Board. The cadets would visit the legislators and tour Washington, DC. He recommended that Cadet Programs conduct an analysis on funding, number of cadets and accreditation by schools.

**COL FLYNN/NJ MOVED and COL BURRELL/IL seconded that the National Board refer this proposal to the cadet programs committee for development, staffing and report back to the August 2003 National Board.**

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to the cadet programs committee and inclusion in the August 2003 National Board agenda.

**4. ITEM: New Mexico Wing T-34 Aircraft**

COL NORVELL/NM reviewed National Board actions in August 2000 regarding disposition of the T-34s: The T-34 in Wisconsin was put into the Plains of History Museum. The T-34 in California was sold. The T-34 in New Mexico was retained with the understanding that the Air Force would not reimburse the wing for A and B missions. The New Mexico wing would like reconsideration of the decision as it pertains to the T-34 in New Mexico. Col Norvell stated that supporting data had been provided to the national commander and the commander, CAP-USAF.

**COL NORVELL/NM MOVED and COL GREENWOOD/IN seconded that the National Board refer this issue to the corporate aircraft distribution (CAD) committee and the operations committee for analysis of the supporting data and make a recommendation to the leadership of CAP as to the T-34 placement within the corporate fleet.**

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to CAD and operations committees for analysis and inclusion in the May 2003 NEC agenda.

**5. ITEM: Multiple-Year Renewals**

**COL BURRELL/IL MOVED and COL GREENHUT/NER seconded that the National Board task the finance committee and the development committee to consider multiple-year renewals, and report back to the August 2003 National Board meeting.**

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: Referral to the national finance committee and the development committee for consideration and inclusion in the August 2003 National Board agenda.

**6. ITEM: Accuracy of Publication Photographs**

COL MURRELL/OH praised the quality of the publications from National Headquarters—the recruiting brochure, cadet brochure, Annual Report to Congress, etc. However, since there is so much emphasis on proper uniform wear at the highest leadership levels, he recommends that all publication photographs be specifically checked for authorized uniform wear.

**COL MURRELL/OH proposed the following RESOLUTION:**

**BE IT RESOLVED that the Public Affairs Office ensures that only pictures of members in authorized uniforms will be included in publications that are created and distributed by National Headquarters.**

**RESOLUTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: National Public Affairs Office establishes procedures for the implementation of this policy.

**7. ITEM: Creation of a New Specialty Track**

COL GREENHUT/NER stated that there will be a whole new class of potential aircrew members, some of whom are currently communications people, some may not even yet be members. They are going to have one specialty track interest. There will be some people running HSI sensors and maintaining the gyro-stabilized binoculars, and other exotic hardware.

**COL GREENHUT/NER MOVED and COL TODD/SWR seconded that the National Board task the National Headquarters staff with looking into creating a member specialty track with a syllabus for a variety of mission specialties that didn't exist last year and the probability of new ones in the future, and report back to the August 2003 National Board.**

**MOTION CARRIED UNANIMOUSLY**

FOLLOW-ON ACTION: National Headquarters and committee staffing and inclusion in the August 2003 National Board agenda.

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**AGENDA ITEM 18**

**IG**

**Information**

**SUBJECT: CAP IG Compliance Inspections Finding Trends  
National CAP IG – Col Probst**

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**INFORMATION BACKGROUND:**

Col Probst will brief the National Board on the trends of findings from the first year of compliance inspections.

**COL PROBST/CAP IG (interim) presented a slide briefing (see Atch. 7).**

**COL SAMPLE/CAP-USAF/IG presented a slide briefing on the trend analysis of the 23 compliance inspections that have so far been conducted. He encouraged wing commanders to observe inspections from time to time in order to get a better feel for the process so they can better prepare wings for inspections.**

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**AGENDA ITEM 19**

**National Commander**

**Information**

**SUBJECT: Florida Wing Initiatives  
FL Wg/CC – Col Sharkey**

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**INFORMATION BACKGROUND:**

The Florida wing commander, Col Sharkey, will brief the National Board on some recent initiatives his wing has become involved in. These include Emergency Services, Homeland Security operations and their theories. The Florida wing has initiated cross training with the Florida state government, and is pursuing an increased role for the CAP wing in the state emergency management services.

**COL SHARKEY/FL presented a slide briefing on the emergency services and homeland security training being conducted in Florida, from a commander's perspective, and the efforts to build partnerships with state officials and other emergency personnel.**

**FOLLOW-ON ACTION: This briefing will be posted on the FL Wg web site.**

**AWARDS CEREMONY:**

1. Distinguished Service Medal with 1st Bronze Clasp presented to Col William S. Charles, for his service as Great Lakes Region Commander, 6 March 1999 – 1 March 2003.
2. Distinguished Service Medal with 1st Bronze Clasp presented to Col Richard A. Probst for his service as Interim National Inspector General, 1 November 2002 – 1 March 2003.
3. Distinguished Service Medal presented to Col Matthew B. Wallace for his service as Nevada Wing Commander, 11 November 2000 – 1 March 2003.
4. Distinguished Service Medal presented to Col William W. Webb for his service as Michigan Wing Commander, 11 May 2002 – 1 March 2003.
5. Exceptional Service Medal awarded to Col Franklin J. McConnell, Jr. and Col Mary D. Berkowitz (not present) for their service as wing commander representatives on the pre-MARB committee.
6. Exceptional Service Medal awarded to Ruth Anderson for her outstanding support of CAP Health Program.

**PROMOTION AND CHANGE OF COMMAND CEREMONIES:**

1. Lt Col Dion E. DeCamp was promoted to the grade of colonel and accepted command of the Nevada wing from Col Matthew B. Wallace, effective 1 March 2003. Col Groshong, PCR/CC administered the CAP oath of office to Colonel DeCamp.
2. Lt Col Gary Mayo was promoted to the grade of colonel and accepted command of the Michigan wing from Col William W. Webb, effective 1 March 2003. Colonel William S. Charles, GLR/CC administered the CAP oath of office to Col Mayo.
3. Col William W. Webb accepted command of the Great Lakes Region from Col William S. Charles. Maj Gen Richard L. Bowling administered the CAP oath of office to Colonel Webb.

**ANNOUNCEMENTS.**

COL KAUFFMAN announced that Col Bob Bess was elected Chairman of the Board of Governors, which was meeting simultaneously with the National Board on Saturday afternoon, 1 March 2003.

***COL GLASGOW/NCR MOVED and COL FLYNN/NJ seconded that the National Board adjourn.***

**MOTION CARRIED UNANIMOUSLY**

**THE NATIONAL BOARD ADJOURNED AT 3:45 PM ON SATURDAY, 1 MARCH 2003.**