

OPEN COCKPIT: JANUARY-MARCH 2012

Ask the Commander: “Ask the Commander” is eServices’ newest application. This feature has been initiated at the request of Major General Chuck Carr to increase the flow of information to the field and to offer the membership better access to the National Commander. All members will be able to ask General Carr a question and then receive a response. The response will include the question as well as the name and unit of the member submitting it. General Carr’s reply will also copy the member’s squadron, group (if applicable), wing and region commander so they are aware of his answer. Some questions/answers will also be posted on Knowledgebase to keep all members informed.

Before members submit a question they should first give their commander an opportunity to answer. Questions should be kept professional and pertinent to others. This system is not a substitute for the IG system and does not afford any confidentiality.

Annual Award Nominations Due: As we begin the new year we also begin the nomination cycle for our annual “of the year” awards. Please don’t let your members miss the recognition they so richly deserve simply because of a late nomination. In accordance with CAPR 39-3, Award of CAP Medals, Ribbons and Certificates, all unit nominations for the “of the year” awards are due to the Wing by 15 January. Wing nominations are due to the Region by 15 February with the Region nominations due to National Headquarters by 15 March. If you have any questions please contact Susie Parker at sparker@capnhq.gov, Col Rick Moseley at r.moseley2@verizon.net or Frances Sides at fsides@capnhq.gov.

Summer NCSAs & Scholarships - Applications Are Being Accepted: The summer national cadet special activities have been posted to www.ncsas.com. Applications will be accepted from 1 December – 15 January. Applications are also being accepted for over \$350,000 in scholarships for flight training and college courses. Senior members and cadets are encouraged to apply by **15 January**. See www.capmembers.com/scholarships for more information.

Jan-Mar 2012 Digital Version of Volunteer Magazine: Please check out the new digital version of “Volunteer” magazine. Powered by Imirus software, viewers can choose to directly access a particular article and can “turn” each page of the digital magazine by clicking on its lower right corner. Links are live and selected stories have imbedded video. www.capvolunteernow.com/cap_volunteer
POC: Steve Cox – scox@capnhq.gov

Manage your Civil Air Patrol Volunteer magazine subscription:

Help CAP save money and resources by opting out of receiving a printed copy of the *Volunteer* magazine. To manage how you wish to receive the Volunteer, log in to your eServices account at www.capnhq.gov. Under “My Info” select “Review/Edit My Information”. Select the box titled “Opt out of receiving the CAP Volunteer magazine” and you are done. If you change your mind in the future and want to receive the printed copy, you can simply return to the webpage and deselect the option.

2012 Annual Conference and Summer National Board Meeting: CAP’s Annual Conference and National Board will be held in Baltimore, Maryland, Aug 22-25 2012. Save the date to attend!!! The conference will be at the Baltimore Marriott Waterfront situated just steps from the vibrant Baltimore Inner Harbor attractions. The Baltimore Inner Harbor boasts a promenade filled with shops, restaurants and museums as well as an historic marina. And after a long day of meetings, the water taxi is the perfect transportation in and around Baltimore’s Inner Harbor. One price buys unlimited rides for the day and the rides generally range from 10-20 minutes. Conference and hotel registration will open in April 2012. Please check back at www.capmembers.com/events and register early for the best rate! Please visit <http://baltimore.org/about-baltimore/inner-harbor> for more area details and see the great attractions Baltimore Inner Harbor has to offer.

GOVERNMENT RELATIONS

Government Relations Consultant: Col John Swain – dcoffice.cap@verizon.net

State Legislative Officer: Lt Col Jeffrey Wiswell – jeff.wiswell@wiswellgroup.com

2012 Legislative Day: CAP's Legislative Day will be held Thursday, March 1, 2012, just prior to the Winter Board meeting in Washington, DC. This year's agenda again includes gaining cosponsors for the Congressional Gold Medal and restoration of critical appropriations cut from the proposed CAP FY13 budget.

It is important that wing commanders begin to prepare now for this event. During January wings should start setting up appointments with their state's congressional delegation and research the background (committees, interests, experience, etc.) of their Members of Congress. As appointments are established please provide that information (including date, time and location) to John Swain at dcoffice.cap@verizon.net. Also during January, advance CAP Legislative Day background materials will be sent to each wing.

Please note that important legislative training will be conducted the evening before Legislative Day (Wednesday, February 29) in the Marriott Crystal City Reagan National Airport, the Winter Board hotel. Wing commanders and government relations advisors, along with other interested CAP members, should plan on attending that training if at all possible. POC: John Swain – dcoffice.cap@verizon.net

Congressional Gold Medal: CAP continues to seek cosponsors for bills that would award a single Congressional Gold Medal (CGM) in recognition of its members World War II service. The CGM is warranted because of the unusual service CAP performed at a time of great need for the nation—civilian volunteers flying their own aircraft on combat, humanitarian and other government missions.

As of December 15th, Senate S 418 has 46 of 67 cosponsors needed and House HR 719 had 112 of 290. Help is needed from every wing to gain cosponsors in both the House and Senate. Of note is the fact that only 21 more Senators are needed in order to quickly move S 418. One way CAP wings and members can quickly help is to ensure that both of your state's Senators are cosponsors.

Our goal is to gain the necessary cosponsors between now and Legislative Day. Because of the advanced age of our surviving veterans, time is of the essence. Unfortunately, we know of several who have passed away since the last Open Cockpit was published.

As many of you know already, Colonel Joe King and Lt Colonel Jack Faas are both working on the CGM. Colonel King is working public affairs issues and Lt Colonel Faas is working with wings to help them gain cosponsors. Feel free to ask them (along with John Swain) for assistance or help when it is needed. For up-to-date information including current status and statistics, frequently asked questions, copies of the bills, cosponsor lists and other support materials go to <http://capmembers.com> where a link to CAP's CGM webpage is located. POCs: John Swain – dcoffice.cap@verizon.net, Colonel Joe King – jking@cap.gov and Lt Colonel Jack Faas – jfaas@aol.com.

World War II Members: Help is still needed from wings to identify and confirm CAP WWII members as our records are incomplete. CAP's CGM webpage (see link above) contains a link to register the names of those senior members, alive or deceased, who served so that they or their families can be honored when this legislation passes. POC: Holley Dunigan – hdunigan@capnhq.gov or 877-227-9142, ext. 236.

FY 2012 Budget Restoration: After being under a continuing resolution since October 2011, Congress passed and the President signed an omnibus appropriations bill on December 23, 2011, that included the FY12 Defense Appropriations Bill. This bill restored \$4.5 million to CAP's operations and maintenance account and \$6.8 million to its aircraft procurement that were earlier cut from CAP's

budget submission. Given the extreme political environment this year and concerns over the budget and deficit, this is an outstanding achievement for CAP and its membership. POC: John Swain – dcoffice.cap@verizon.net.

SAFETY

NHQ Safety Manager: Frank Jirik – fjirik@capnhq.gov

National Safety Officer: Col Robert Diduch – BobDKateB@aol.com

Safety Education: Civil Air Patrol has established a safety education partnership with the Federal Aviation Administration that will provide CAP members with automatic education credits for completing safety education within the FAA's WINGS Pilot Proficiency Program. The WINGS program – available to all aviation enthusiasts at www.faasafety.gov – helps aviators and aviation enthusiasts construct an educational curriculum suitable for their individual flight requirements. Providing increased awareness through education complements CAP's safety management system.

OPERATIONS DIRECTORATE

Director: Johnny Dean – jdean@capnhq.gov

Deputy National Chief of Staff - Operations: Col Michael J. Murrell – mmurrell@cap.gov

Operations POCs: John Desmarais, Deputy Director – jdesmarais@capnhq.gov

National ES Officer: Lt Col Pete Norris - icssboss@gmail.com

CAPR 60-1: The latest revision to CAPR 60-1 is about to be released. Highlights of the revision include a number of administrative changes, as well as, a number of policy changes approved by the NB and NEC. All members are encouraged to review it.

Gliders: The Fall 2011 NEC made the Region Centers of Excellence optional. FY 11 ended with 7500 corporate glider flights and 7863 total glider flights, including those with SSA chapters and member owned. NER led the way with 1346 flights. Currently, the fleet is stable at 42. POC - Col Jack Buschmann, Glider Program Officer - buschfolk@earthlink.net

Communications: The latest revision of the CAPR 100-1 is currently in the staff coordination process and will be published soon. This revision will update the regulation to better address changes in technology and CAP's missions. The new I-Cut training program is in Beta testing and should be available to the membership in the first quarter of 2012. POC - Lt Col Steve Haney, National Communications Officer - tc0654@mesh.net

FEMA Liaison: CAP was well represented during the Hurricane Irene and subsequent flooding responses. Col James Rushing was a key participant in the Air Ops Branch at the New York State EOC in Albany. Planning is underway for Ardent Sentry 12. The scenario includes a hurricane along the Louisiana and Texas Gulf Coast. As last year, an Area Command will be established. POC - Col James Rushing, FEMA Liaison Officer - jrushing@cap.gov

FY12 Training and Orientation Flight Funding: CAP's full budget has recently been restored by Congress so additional training and cadet orientation flight funds will be distributed to all the regions and wings soon.

Surrogate Program: The Green Flag Program has changed from a mission to operational units, which includes the Green Flag Headquarters Group and Green Flag Squadron East and Green Flag Squadron West. The number of SP aircraft will increase with the delivery of a turbo C-206 this summer. An updated training program has been implemented that will not only train those in the Green Flag missions, but also those who will be participating in large Disaster Relief missions. Additional missions in military training support are increasing. Surrogate National Coordinator – Lt Col (Brig Gen USAF, Retired) Stu Boyd - stuboyd@webpipe.net.

NESA: Registration for the 2012 National Emergency Services Academy to be held from July 21st through August 4th at Camp Atterbury in Edinburg, Indiana is now available at www.nesa.cap.gov. Discounted rates for early registration are available until 29 Jan 2012. POC: NESA administrative staff – NESA-ADMIN@nesa.cap.gov

WMIRS: Several changes are currently being tested for WMIRS that NHQ expects will be fielded in the first quarter of 2012. Some of these changes may require some limited down time to fully implement. Any system outages will be posted in e-services, through the RSS feed, and within WMIRS with as much advance notice as possible. We apologize for any disruptions this may cause, but expect down time will be minimal. – POC: CAP National Operations Center – opscenter@capnhq.gov

EDUCATIONAL PROGRAMS DIRECTORATE (ED)

Director: Jim Mallett – jmallett@capnhq.gov

Deputy National Chief of Staff - Support: Col Joseph “Skip” Guimond – jguimondjr@verizon.net

Aerospace Education (AE) POCs:

Dr. Jeff Montgomery/NHQ Deputy Director for AE – jmontgomery@capnhq.gov

Lt Col Mike McArdle/CAP National AE Officer – michael.mcardle@att.net

Aerospace Education Division Recipient of Second 2011 National Award: CAP’s Aerospace Education Program is the 2011 recipient of two prestigious national Aerospace Education Leadership Awards selected by the National Coalition of Aviation Education. NCAE, a coalition of over 60 government, industry, and labor members, is united to promote aviation education activities and resources; increase public understanding of aviation; and support educational initiatives at the local, state, and national levels. CAP’s National Commander, Maj Gen Carr, accepted the National Mervin K. Strickler Award at the National Aeronautic Association annual Awards Dinner in November. The National Crown Circle Award was accepted by Lt Col Mike McArdle, National AE Officer, at the summer Experimental Aircraft Association’s AirVenture event. Both awards being presented to the same organization in the same year is a rare occurrence, but demonstrates the level of quality, professional products and programs developed and implemented by CAP AE volunteers nationwide. The AE team is not resting on its laurels but has new online and printed curriculum projects nearing completion. CAP’s AE materials help prepare our country’s future workforce to maintain our national security.

Aerospace Education Officer (AEO) Information: The important objective of the AEO is to promote CAP’s Congressionally-chartered AE mission in the squadron, as well as in the community and schools. The ultimate goal of the CAP AE mission is to provide quality products, programs, and opportunities to perpetuate a strong interest in science, technology, engineering, and math (STEM) subjects and careers in cadets and youth nationwide. For current information, resources, opportunities for alliances, and specific AEO guidance, see the myriad of resources on the AE website. For support, suggestions, and/or offers to assist the AE team, contact either of the AE POCs noted above or ae@capnhq.gov.

Aerospace Education Officer (AEO) Schools: AEOs should consider planning to attend a summer AEO School where a standardized curriculum is implemented as guidance to plan, conduct, manage, and report on both internal and external AE programs of CAP. A total of 180 AEOs successfully completed 2011 AEO schools. The summer 2012 AEO school sites are: National AEO School in Pensacola, FI; and Regional AEO Schools in the Middle East Region, Great Lakes Region, Rocky Mountain Region, the Pacific Region, and one additional region TBA. Stay tuned to the AEO School link for updates as they become available. POC: Dr. Jeff Montgomery – jmontgomery@capnhq.gov.

Aerospace Education Current News Outlets: The [AE Newsletter](#), published *quarterly*, contains AE news, current and upcoming events, member articles, and lesson plans/activities. The [AE E-NewsBrief](#) provides *monthly* updates about current and upcoming AE events, contests, awards and grants, and useful websites to assist AEOs, AEMs, and senior member educators working on AE programs in their units, schools, and communities. A one-stop AE resource, the E-NewsBrief is easily shared with members and other youth development organizations. Submissions for both publication are always welcome to POC: Judy Stone– jstone@capnhq.gov.

Aerospace Education Member (AEM): Teacher members of CAP represent a unique and valuable group of individuals who can perpetuate the AE and CP missions, as well as help to recruit new cadet members for CAP. Each teacher member impacts 60 or more students, and, thus, is a beneficial advocate for building interest in STEM subjects and careers. Regular CAP members who are teachers, or any adult working in any educational or youth setting, have access to a myriad of free CAP [AE website resources](#) available in print and online, as well as opportunities for Teacher Orientation Program (TOP) Flights, grants, awards, and professional development opportunities. Any teacher interested in becoming an AEM can apply for membership **online** by going to www.capmembers.com/joinaem. POC: Debbie Dahl – ddahl@capnhq.gov.

Aerospace Education Excellence (AEX) Award Program: The hands-on AEX program, which annually promotes AE to more than 60,000 CAP adults, cadets, and students across the country, is always available to CAP units and teacher members. AEX books, as well as Robotics, Rocketry, STK, and other AE programs can be used to earn this award. Each unit or AEM wanting to participate must register through eServices at www.capnhq.gov; select “AEX.” All related AEX information, to include the application and award completion report, is posted at the two AEX links at www.capmembers.com/ae. POC: Debbie Dahl – ddahl@capnhq.gov.

Aerospace Connections in Education (ACE) Program: For the 2011-2012 school year, the K-6 ACE program has seen a 64% increase in participation — from 11,000 students last year to almost 18,000 students this year. As of this year’s mid December registration conclusion, almost 700 educators in over 90 schools in 27 states are participants in the program.

- This aerospace-themed, grade-specific program is aligned with national Standards of Learning and focuses 150 lessons on academics (emphasizing STEM subjects), character education, and physical fitness for living a healthy and drug-free lifestyle.
- The ACE Program is demonstrating significant efficacy data that is attracting notice of education organizations nationwide. After ACE implementation, tracked schools have seen a 27% increase in student standardized science test scores; pre-post student ACE test scores reveal a 47% increase in aerospace-related knowledge; and there is a 91% intent to return rate of ACE teachers.
- Besides schools and school systems, the ACE Program is supported by the Air Force Association, the ROTC Arnold Air Society and Silver Wings Elementary STEM Orientation (ESO) Program, Lightspeed Foundation, and FLIR Systems, Inc.
- The **2011 National ACE Lift-off Event** was held at Orlando’s Ridgewood Park Elementary School in partnership with the Central Florida Air Force Association Chapter.
- If any CAP member or unit wishes to become involved in assisting a teacher and/or school present ACE lessons, contact ace@capnhq.gov to find a nearby ACE school.

For more information, go to www.capmembers.com/ace.

POCs: Angie St. John – astjohn@capnhq.gov and Susan Mallett- smallett@capnhq.gov.

CAP’s Aerospace Education Alliances: CAP works with several AE organizations to help perpetuate STEM interest in youth. Alliances include: the U.S. Air Force STEM Outreach Office; the Federal Aviation Administration (FAA); DoD STARBASE; AFJROTC and ROTC (and ROTC’s Arnold Air Society and Silver Wings); the Association of Model Aeronautics (AMA); the Air Force Association (AFA); Air Force Sergeants Association (AFSA); State Departments of Education and Aviation; U. S. Space and Rocket Center; Johnson Space Center’s Space Exploration Educators Conference (SEEC); National Association of Aviation and Space Education; and educator and/or youth

workshops at airshows and events. CAP members are encouraged to become involved in these organizations, as is possible. Two specific CURRENT items of note for cadets are:

- For free cadet membership in the AMA, find info on [the cadet AE page](#).
- **DUE by 15 January:** EACH squadron take note: In addition to CAP cadet awards, the [Air Force Association](#) provides the Outstanding Squadron Cadet Award for **EVERY** squadron and the National CAP AE Cadet of the Year Award, as well as other opportunities at ["What AFA Does for CAP."](#)

POC: Susan Mallett- smallett@capnhq.gov.

Air Force Association/CAP Aerospace Grants: The AFA continues to provide \$250 grants to conduct projects that promote STEM subjects and careers and are awarded in alternating cycles to CAP units and teacher members. For more information, go to the appropriate grant link (for units or for teachers) at the [AFA partnership page](#). Click [here](#) for current AFA Grant recipients. POC: Susan Mallett – smallett@capnhq.gov.

Air Force Association (AFA) and Civil Air Patrol working with Aerospace Museums nationwide: The AFA has begun a museum initiative in which aviation and/or space museums are being contacted to determine how the AFA and CAP can help perpetuate youth aerospace education outreach opportunities. This presents a unique opportunity for CAP and AFA members to connect with local museums for mutually-beneficial endeavors. CAP cadets can benefit greatly from such alliances, while museums can utilize CAP's human and aerospace program resources for educational outreach. Many museums may also be interested in creating a CAP memorabilia display. For more information about this AFA/CAP initiative, as well as all other alliance initiatives found at www.capmembers.com/afa, check out the [AFA Museum Initiative link](#). If you have an aerospace museum near you that may be a candidate for the AFA Museum Initiative, please send contact information to Susan Mallett- smallett@capnhq.gov.

CAP Teams Impressive in AFA CyberPatriot Program: Round 2 of the AFA's CyberPatriot high school competition for 664 All Services teams was completed in early December. Out of the 38 remaining Air Force, Army, Navy, and Marine JROTC and CAP cadet teams, CAP has 13 teams (34%) moving to Round 3 competition to be conducted online 13-14 January. (Note: Each service is allowed 6 teams to move to Round 3. In addition, CAP's teams' high scores earned them all 7 "extra slots" for Round 3 for a total of 13 CAP teams.) Round 3 will be the last opportunity for teams to qualify for the final national cyber security competition to be held 22-23 March in National Harbor, MD. CAP cadets would be proud to earn the 2nd National All Services CyberPatriot Championship title after CAP's Team Wilson from Orlando became the 2011 champions. More information found at www.uscyberpatriot.org. POC: Susan Mallett- smallett@capnhq.gov.

Cadet Programs (CP) POCs:

Curt LaFond/NHQ Deputy Director – clafond@capnhq.gov

Col Craig Treadwell/CAP National Cadet Programs Officer – Col.T@maine.rr.com

Leadership Volume Updates: The Cadet Programs team is completing development of volumes 3 and 4 of the Learn to Lead curriculum, with an expected publication and release date of January 2012. Draft chapters are being posted as available on the Proving Grounds located at: www.capmembers.com/provinggrounds. Volume 3 focuses on "indirect leadership," or the process of a leader getting the job done by collaborating with other leaders. Volume 4 focuses on "strategic perspectives," offering a glimpse of some of the leadership topics that are relevant to leaders at the highest level of an organization. Copies of the new volumes and the Earhart milestone exam are expected to ship in February 2012. The phase-out date for all cadets to switch to the Learn to Lead curriculum is 1 October 2013.

Summer NCSAs & Scholarships - Applications Are Being Accepted: The summer national cadet special activities have been posted to www.ncsas.com. Applications will be accepted from 1 December – 15 January. Applications are also being accepted for over \$350,000 in scholarships for flight training and college courses. Senior members and cadets are encouraged to apply by **15 January**. See www.capmembers.com/scholarships for more information.

Curriculum Updates: Curriculum guidelines for encampments and Region Cadet Leadership School have been updated and can be found in the Cadet Programs library at www.capmembers.com/library. The Training Leaders of Cadets course has also been updated; see the November 2011 course at www.capmembers.com/tlc.

Drug Demand Reduction Excellence: The Drug Demand Reduction Excellence activity guide has been published. This DDR textbook contains 36 hands-on activities designed to reinforce a drug-free lifestyle for cadets. Squadrons should receive copies by mail soon, and the book can be downloaded from www.capmembers.com/ddr.

Flying, Textbook Shipments, and Uniform shipments Resume: Due to Congressional budget issues from Oct through the middle of December, CAP put a temporary hold on cadet flying and the shipment of textbooks and uniforms that normally follows soon after a cadet joins CAP. The President has signed the FY12 Defense Appropriations Bill and cadet orientation rides have resumed. Textbook and uniform shipments have also resumed.

Award Nominations Sought: It's the season for awards! Grab a blank CAPF58 or CAPF120 and submit your nominations for the following awards: Cadet of the Year, Air Force Association Award, DDR Member of the Year, Outstanding DDR Wing of the Year, and Sorenson Cadet Programs Officer of the Year. Your deadline to submit nominations for these awards to your Wing HQ is **January 15**. Squadrons still have time to make a final push to earn the 2011 Quality Cadet Unit Award, based on eight objective criteria; read more at www.capmembers.com/qcua.

Cadet Programs & Social Media: Stay up to date with news and events in the Cadet Programs world by following the Cadet Blog (www.capmembers.com/cadets), Facebook (www.facebook.com/#!/pages/CAP-Cadet-Programs/156363627727624) and Twitter (<http://twitter.com/#!/@CapCadetTeam>).

Professional Development (PD) POCs:

Bobbie Tourville/NHQ Chief of Professional Development – btourville@capnhq.gov
Col Bryan Cooper/CAP National PD Officer – Thorgodofthunder@verizon.net

Region & Wing Commanders Course (RWCC): The Region & Wing Commanders Course (RWCC) is scheduled for 11-17 March 2012 at Maxwell Air Force Base, Alabama. Region Commanders should consider nominating eligible wing commanders as well as any officer who is selected for wing command, but has not yet taken command (limit 180 days out from change of command). The Region & Wing Commanders Course is designed to help CAP senior leaders be successful in their dual roles of commander and corporate officer. NHQ/PD will be contacting wing commanders directly pertaining to the nomination and registration process. POC : Bobbie Tourville – btourville@capnhq.gov.

CAP Commander's Guide (CAPP 50-1): The new "CAP Commander's Guide" is on the street with each unit receiving a complimentary copy in the mail. While targeted at new squadron commanders, it is made available to all CAP members. This pocket size, spiral bound, pamphlet with rugged waterproof pages was developed to assist CAP squadron commanders in the performance of their duties and responsibilities. The information in this pamphlet will prove useful to current and potential commanders, staff officers, and leaders at all levels. It is now available through Vanguard. Order online at: www.vanguardmil.com/civil-air-patrol-commander-s-guide-p-15857.html.

AFIADL Course 02130D: AFIADL Course 02130D (Intro to Emergency Services) was officially closed as of 1 October 2011. Members enrolled prior to 1 October will be able to finish the course on the regular 12-month schedule from date of enrollment, but no new enrollments will be accepted for this format. For information about a replacement course, contact Operations POC: John Desmarais/Deputy Director Operations- jdesmarais@capnhq.gov.

National Staff College (NSC): CAP graduated 57 students from NSC in October 2011. This is the capstone course in professional development and is conducted annually at CAP National Headquarters. NSC is designed for members who are, or will be, assuming positions of regional or national importance within CAP. The NSC is taught by senior CAP leaders and USAF instructors from Air University. The curriculum challenges students in the areas of executive leadership, management, organizational behavior, and policy formulation.

eLearning (EL) POC:

Don Hines/NHQ Chief of eLearning – dhines@capnhq.gov

E-Learning Course of the Quarter: Capt Sherra Ogden of the Texas Wing has developed a squadron leadership school (SLS) course that uses an online blended approach to improve student learning and minimize travel expenses. The course, which is developed on the Moodle learning management system, provides coursework for the students to complete prior to a half day in-residence session where students receive the opportunity to network and receive feedback on their work. To find out more about the course and how the same online blended approach can be replicated in any wing, contact Sherra Ogden at sogden@txwgcapuniversity.org or the CAP e-learning manager, Ron Olienyk, at rolienyk@capnhq.gov.

CAP Officer Basic Course (OBC) on Blackboard Learning Management System: The OBC continues to be a great success with over 100 members participating monthly to advance their CAP knowledge. Those who complete the OBC can advance through Level II of the Senior Member Professional Development Program. Due to high demand, wait time from the date of enrollment to start the OBC is now approximately one month. Sections of the course begin on the 1st and 15th of each month, and enrollees will be placed in the first available class. Anyone wanting to complete the Officer Basic Course must have Level I training completion annotated in eServices. Those in Level II training who want to enroll in the course may submit their enrollment at www.capmembers.com/cap_university/cap_elearning/cap_online_learning.cfm; click on the "Officer Basic Course" link. If you have any problems submitting the form, contact the POC listed below. You will receive a confirmation and tentative start date within two days of submitting the enrollment form. POC: Ron Olienyk – rolienyk@capnhq.gov .

Squadron Leadership School (SLS) and Corporate Learning Course (CLC): Slots for CAP's online SLS and CLC courses will be increasing in the future. Once a full cadre of instructors has been trained, the online courses will be an excellent resource for those members who are unable to attend the courses in-residence. If you have questions about the SLS or CLC online courses contact the POC: Ron Olienyk at rolienyk@capnhq.gov.

CAP Knowledgebase: The CAP Knowledgebase (KB) completed its tenth year of service in December 2011. It has grown over the years to over 2,000 current answers and during this period has recorded over 2.3 million searches, 2.6 million separate sessions with 3.7 million separate answer views and experienced over 9.8 million hits. The CAP KB now routinely handles over 1000 sessions each day and over 10,000 separate answer views each week. Thanks to the feedback and interaction of both CAP members and HQ staff, the CAP KB provides a valuable resource available 24/7 to help members do their jobs and continue to learn more about all areas of CAP. POC Don Hines at dhines@capnhq.gov.

Chaplain Corp (HCA) POCs:

Tracy Harris, Chaplain Corps Administrator – tharris@capnhq.gov

Ch, Col J. Delano Ellis, II – Godsquad77@sbcglobal.net

Chaplain Corps: The Chaplain Corps has revised its specialty track pamphlet, CAPP 221, as well as its development courses, CAPP 221A, 221B, and 221C. To locate each, click on Publications at www.capmembers.com/forms_publications_regulations/pamphlets.cfm.

Additionally, the course tests for 221 A, B, and C can be found at www.capmembers.com/cap_university/online_courses_exams.cfm.

POC: Tracy Harris – tharris@capnhq.gov.

FINANCIAL MANAGEMENT

Director: Susan Easter - seaster@capnhq.gov.

National Finance Officer: Col Warren Vest - nfo-vest@comcast.net

Direct Pay to Members for Missions: The process of directly reimbursing members for mission expenses they have personally incurred has been expanded to all Wings and Regions. Please note direct pay to members is **not** mandatory for members.

- All members incurring mission related expenses for vehicle and aircraft fuel and expecting reimbursement should complete the direct deposit sign up form and remit to NHQ/FM, along with a voided check copy
- All requests and supporting documentation will be entered and approved through WMIRS, and paid through the Navision accounting system by NHQ/FM.
- If direct deposit information is not provided to NHQ/FM in a timely manner, the payment will be forwarded to the Wing/Region for payment according to the current process.
- Enhanced reporting and functionality has been developed to allow the Wings to see when a member has been reimbursed and to ensure duplicate payments are avoided.
- Direct Pay to Members should save the Wings the cost of processing checks, postage, and bank fees.

SmartVault: SmartVault functionality provides the Wing Finance Committee with access to virtually all financial documents. A new process is being formalized to allow Finance Committee members to perform the internal financial review remotely, thereby saving on travel to the Wing. This process also allows members of the Committee who live some distance from the Wing HQ to participate in this critical financial process. WFA's have been performing remote audits of Wings for the past year and have found that the quality of the audit has not been impaired due to the ready availability of financial documents. CAP Wings have adopted cutting edge financial processes through scanning, hosted applications, and electronic approvals.

CAPR 173-1: Civil Air Patrol's regulation governing financial management, *Financial Procedures and Accounting*, has been modified and is now finalized. Changes/Clarification to the regulation include:

- The regulation now requires the use of Sertifi® for Finance Committee approvals of credit cards.
 - Clarification has been added regarding the IRS form W-9
 - Additional guidance has been provided on electronic payment processing
 - Additional guidance has been included regarding payments for proficiency flying funds.
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LOGISTICS DIRECTORATE

Director: Gary Schneider – gschneider@capnhq.gov

National Logistics Officer: Maj Christopher Klein – cklein@cap.gov

Contracts Awarded: The Contracting staff continues to negotiate new consolidated maintenance contracts and renew existing ones. We are fortunate to have chosen solid, dependable facilities to support our aircraft maintenance programs. We now write contracts for five years with a five-year option. This translates into long-term partnerships between CAP and its contractors, helping to keep costs reasonable, an arrangement that is mutually beneficial for CAP and the vendors. POC: Bud Hemphill – bhemphill@capnhq.gov.

Vehicle Fleet: The total number of driven vehicles in the fleet is 965. There are over 120 vehicles currently pending disposal. The number of driven vehicles 11 years old and older is 455 (47%) and vehicles 10 years and newer now number 510 (53%). The average age of the fleet has dropped to 8.97 years. We continue to replace the oldest vehicles in our fleet and thanks to our members' diligent efforts in retiring and requesting replacement vehicles for vehicles that have become uneconomical to repair, our fleet is continuously improving. If you have questions on the disposal process or how to initiate retirement of a vehicle in ORMS, contact Mr. Schultz, NHQ LGT, dschultz@capnhq.gov.

The FY11 vehicle buy has been awarded and vehicles ordered should be delivered shortly. Most should deliver by the end of January. The bulk of this year's buy will be 12 passenger vans. Now is the time for wings in need of replacement vehicles to prepare and submit CAPF 175 *Vehicle Justification*. Review CAPR 174-1 Chapter 5 Acquisition, Control and Disposal of Corporate Vehicles, for specific guidance. They must be approved by the region commander before going to LGT for fulfillment. Requests submitted after the first quarter may be delayed until the following year.

It's winter and if you have not already done it, it's time to winterize your vehicles. Most battery failures occur when the nights begin to get cold. If your battery was struggling to start the engine this fall, you can bet it won't start at all this winter. Make sure you have the proper mix of water and anti freeze in the radiator and while you're in that general vicinity, check the belts and hoses for wear and aging. If you haven't replaced your windshield wiper blades in the last year or so, now might be a good time to do it. They usually work well for about a year, but the summer heat cracks and dries the blade so when you are in a blinding snow storm and need good wipers, they will fail you. Fill up your windshield washer reservoir with windshield washer fluid. (Not just water at this time of year because it freezes.) Check your heater and defroster to be sure they are working properly so you can keep the windshield clear of ice. In the morning (or evening) if you discover the windows covered with ice, run the engine or use the ice scraper to remove the ice from front, rear and all side windows before moving the vehicle. Remember to check air pressure and condition of vehicle tires. You've not had fun until you've changed a flat on a freezing cold winter night.

Look for some changes in driver's license procedures. A new automated application process will soon be available in eServices Ops Quals. Changes to CAPR 77-1 will soon be posted to explain the process. POC: Duane Schultz dschultz@capnhq.gov.

Aircraft Fleet Modernization: During this reporting period, LGM accepted the second new Cessna turbo 206H aircraft equipped with the Garmin G1000. This aircraft is to be modified to accept special mission equipment and will be assigned to Green Flag West. Two additional 182T aircraft were accepted in November. The refurb program continues. This year we completed refurb actions on five CAP aircraft. We completed two 206s and have two more in the queue for refurb in FY 12. Refurb birds are equipped with new engines. They also receive the CAP paint scheme and upgraded interiors plus a state-of-the-art avionics package, complete with the Garmin 430 GPS, XM weather and either an Aspen or Garmin digital flight display.

All CAP wings are fully enrolled in consolidated maintenance. We have contracts with 60 maintenance service providers who perform heavy maintenance and inspections on our aircraft.

In November we advertised for sale those aircraft that did not sell during the September sale. All but one aircraft and one glider sold during the November sale. POC: Dan Daniel – ddaniel@capnhq.gov.

Web-Based Property & Accountability Management System: Survey audit and compliance inspection results continue to be good and show significant improvement in overall property management. Wings, NHQ and CAP-USAF logistics staffs continue to work reports of survey pending action and retirements. 1 January marks the beginning of the annual inventory. During the inventory commanders and property management officers must verify the condition, location and continued need for property items in ORMS. We recommend using the inventory worksheet to accomplish the inventory. It is the first item in the drop-down list of reports for each module to be inventoried. Once the inventory is complete accomplish the online inventory in ORMS. This method prevents locking up the entire module while you accomplish the inventory. This is the time to validate property tag numbers and serial numbers as well. A recurring write-up from wing financial analyst visits is "item missing property tag". During the inventory is a good time to replace missing property tags or tags that have been damaged through use. All non-expendable property issued to individuals must also be presented to a property management officer to validate condition and possession. Checking "Missing/Damaged" for a piece of property automatically initiates a report of survey for that property item. POC: K.C. Jones – kjones@capnhq.gov.

INFORMATION TECHNOLOGY

Director: Johnny Dean – jdean@capnhq.gov

Deputy National Chief of Staff - Support: Col Skip Guimond – jguimondjr@verizon.net

IT POC: Joe Hall, Deputy Director – jhall@capnhq.gov

National IT Officer: Bill Hughes - BillHughes@rochester.rr.com

Member E-mail Addresses on eServices: It is very important to keep your e-mail address updated in eServices. To check or update yours, go to the "Review/Edit My Info" link at the top of the eServices homepage.

CAP Helpdesk: To submit a problem regarding eServices applications or ask a question on Information Technology needs please visit the CAP Helpdesk at <https://capnhq.crmdesk.com/home.aspx> or call (877)-227-9142 ext. 290.

Membership ID and Photo Card Information: The new CAP membership card policy is in effect. Senior members (including Fifty-Year and Life members) and cadets over the age of 18 will receive a new photo membership card at no cost when they join CAP or renew their membership. Senior members who do not have a photo on file will receive the new photo membership card with the words "Picture not available" printed on the card where the photo would have been. As of 1 Jan 2012, it is mandatory for all CAP senior members to have a photo on file in eServices. Cadets over 18 without a photo will have their name printed on the card in the same manner as non-photo membership cards, as the photo is optional for them. Members will be charged \$3 each for a duplicate or replacement card, which can be ordered online via eServices or by calling Membership Services toll-free at 877-227-9142. New membership cards will no longer be automatically distributed when members are promoted or transfer units. The new gray CAP membership cards replace both the old "blue" CAP ID card and the optional \$4 photo ID card, which are no longer available.

CAP Picture ID Card Guidelines: For information on the CAP Picture ID Card guidelines and uploading your picture into eServices please see the following link: http://www.capmembers.com/cap_national_hq/member_services/membership_card_guide.cfm.

PUBLIC AFFAIRS & MEMBERSHIP

Director: John Salvador – jsalvador@capnhq.gov

Deputy National Chief of Staff - Support: Col Joseph “Skip” Guimond – jguimondjr@verizon.net

Deputy Director for PA: Julie DeBardelaben - jdebardelaben@capnhq.gov

National PA Officer: Maj Steven Solomon - steven.solomon1@verizon.net

Wreaths Across America: Civil Air Patrol’s partnership with Wreaths Across America, a nonprofit initiative that recognizes the courage and sacrifices of U.S. veterans by placing wreaths on the graves of the fallen during the holiday season, grew to new heights again in 2011. In tribute to the 25 million men and women who have served in the U.S. armed forces — guarding and preserving America’s freedom throughout history — wreaths from Worcester Wreath Co. in Harrington, Maine, were placed on more than 325,000 veterans’ graves at more than 700 cemetery or memorial sites in all 50 states, as well as 20-plus foreign locations. CAP helps find sponsors for the wreaths and our members also lead or participate, often with color and honor guards, in many of the Wreaths Across America ceremonies. More than 600 CAP units were involved in this year’s initiative. POCs: Col Rick Moseley r.moseley2@verizon.net; Julie DeBardelaben – jdebardelaben@capnhq.gov; Steve Cox – scox@capnhq.gov.

70th Anniversary: Civil Air Patrol officially marked its 70th anniversary on Dec. 1, 2011, with a celebration at CAP National Headquarters that honored two World War II-era members – Lt. Cols. Wendall Haas and Otha Vaughan. The 70th Anniversary Celebration, planned by NHQ/PA, received a wide variety of both local and regional media publicity, as well as national attention concerning CAP’s pending Congressional Gold Medal legislation. POCs: Julie DeBardelaben – jdebardelaben@capnhq.gov; Maj Steven Solomon - steven.solomon1@verizon.net; Steve Cox – scox@capnhq.gov.

VolunteerNow: Civil Air Patrol’s national news website – www.capvolunteernow.com – broke a new record in November, averaging nearly 60,000 visitors and 250,000 page views per month. This represents a 300 percent-plus increase over the average for the old “CAP News Online” homepage. POC: Steve Cox – scox@capnhq.gov.

Social Media: Public Affairs continues to expand Civil Air Patrol’s social media presence. In December, regular posts have increased traffic to the organization’s main Facebook page to 3,851 active monthly users, a figure that’s risen by 6.6 percent in the past three months. The number of followers for CAP’s Twitter account stands at 1,297, a 17 percent increase over the past quarter. Civil Air Patrol’s Facebook page is a great way to keep up with all the latest news, events and announcements about CAP. As a fan, you have the option of receiving all posted news, events and announcements directly to your computer or phone via text message. Not only will you be the first to read the latest information, but as a CAP Facebook “fan” you are also allowed to comment on or “like” any article, video or photo posted to our wall. It’s easy to become a fan; simply go to www.facebook.com/pages/Civil-Air-Patrol/107647995924164 and click the “like” button at the top of the page. POC: Dan Bailey – [dbailey@capnhq.gov](mailto:d Bailey@capnhq.gov).

Help fellow CAP members in need through CAP Cares: CAP Cares was established in 2006 as a means to collect and distribute donations to assist CAP members in need of one-time financial assistance. It was created to assist fellow members who experienced emergency hardships or catastrophic events like life-threatening medical illnesses or natural disasters. The CAP Cares program is not intended to assist low-income families to help pay living or CAP-related expenses.

The concept to create a member-assistance fund stemmed from the aftermath of Hurricanes Katrina and Rita in 2005. Many CAP volunteers suffered damage to their homes or lost everything to the storm and some didn’t have insurance to help cover the damage, or in some cases, to pay the insurance deductible. CAP members generously donated funds to help their fellow members rebuild their homes and lives after the storms. In addition, CAP Cares has provided emergency funds to help

pay unreimbursed expenses for a member who was seriously injured in a vehicle accident and for another member who had a workplace accident. Yet another member received funds to help purchase a handicap accessible vehicle after an extended illness.

You can support CAP members in need by donating online at www.capmembers.com/capcares. You can also mail your donation to:

Civil Air Patrol
Attn: CAP Cares
105 S. Hansell St., Bldg 714
Maxwell AFB, AL 36112

2012 CAP Appointment Calendar Goes Virtual: In an effort to save money and pursue the organization's paperless philosophy, the annual CAP appointment calendar will no longer be printed and mailed out to the regions and wings. However, the calendar will remain available for download at www.capmembers.com/events in a variety of formats, including Acrobat's pdf and Outlook's csv. POC: Jim Tynan – jtynan@capnhq.gov.

Help Support the Air Force and CAP by joining the Air Force Association: Civil Air Patrol and the Air Force Association enjoy a strong, mutually supportive partnership. The two organizations have joined hands to collaborate, leverage resources, and work toward the common goal of helping defend our nation with the strength of air, space and cyber space power. To learn more about how CAP and AFA work together, visit <http://www.capmembers.com/afa>. Join the Air Force Association today! Help support this partnership by becoming a member of the Air Force Association. Join online at <https://www.afa.org/newforms/membership.aspx>