

OPEN COCKPIT: OCT-DEC 2011

Happy 70th Anniversary, Civil Air Patrol Members!!!

70th Anniversary Proclamation and Planning Guide: Civil Air Patrol officially marks its 70th anniversary on Dec. 1, 2011. The Public Affairs staff has updated the CAP Anniversary Planning Guide and prepared a special proclamation to help observe this noteworthy date in CAP history. The anniversary proclamation and planning guide can be found on the special 70th Anniversary link at www.capmembers.com. National PA leaders encourage commanders and public affairs officers across the U.S. to put both the guide and proclamation to work in their units as they make plans to celebrate CAP's 70th anniversary. POCs: Julie DeBardelaben – jdebardelaben@capnhq.gov; Maj Steven Solomon – steven.solomon1@verizon.net; Steve Cox – scox@capnhq.gov.

70th Anniversary Posters: Four anniversary posters created in celebration of CAP's 70th anniversary – one graphically illustrating the organization's legacy, dating back to its founding on Dec. 1, 1941, and the others commemorating each of the organization's congressionally chartered core missions of emergency services, cadet programs and aerospace education – are available for members to download at www.capmembers.com.

Check out the Features in the New Digital Version of *Volunteer* Magazine: Check out the Oct-Dec 2011 digital version of "*Volunteer*" magazine at www.capvolunteernow.com/cap_volunteer. 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, like the 70th anniversary story that begins on page 3. POC: Steve Cox – scox@capnhq.gov

2011 Summer National Conference: The State of the Organization and Learning Lab briefings are posted at:
http://capmembers.com/events/cap_annual_conference/2011_learning_labs_louisville_kentucky.cfm

CAP's Facebook Page: CAP'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 breaking 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 can comment on or "like" any article, video or photo posted to our wall. It's easy to become a fan; go to www.facebook.com/pages/Civil-Air-Patrol/107647995924164 and click the "like" button at the top of the page. POC: Janet White – jwhite@capnhq.gov.

GOVERNMENT RELATIONS

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

Legislative Team Leader: Lt Col Jeffrey Wiswell – jeff.wiswell@wiswellgroup.com

Congressional Gold Medal: CAP is still seeking co-sponsors for two bi-partisan bills that would award a single Congressional Gold Medal (CGM) in recognition of its World War II service. As of Sept 22, S 418 had 42 of the 67 cosponsors needed and HR 719 had 96 of 290. We are fairly close to gaining the co-sponsors needed in the Senate to have this legislation considered in committee. One way everyone can help is to ensure that both of your state's senators are co-sponsors; we only need 25 more to quickly move the bill.

Because of the advanced age of our surviving veterans, time is of the essence. Our goal is to gain the necessary co-sponsors over the next two months so the CGM can be awarded in the spring of 2012. To do this everyone needs to be fully engaged in seeking as many co-sponsors as they can from their state congressional delegations.

Every commander needs to take ownership of this issue. There are still 20 wings with only one or no co-sponsors. We need to average seven co-sponsors for every wing in the nation. So far, Minnesota and Colorado lead the nation with nine each. Six wings have obtained their entire congressional delegation: CO (9), HI (4), ME (4), AK (3), MT (3) and DC (1). Finally, 13 states have both senators as co-sponsors: AK, CO, HI, ID, IL, KS, ME, MI, MN, MS, MT, NJ and OR.

For up-to-date information, including current status, copies of the bills, co-sponsor lists and other support materials, go to <http://capmembers.com> where a link to CAP's CGM webpage is located. The webpage details the progress of wings and regions in gaining co-sponsors and has links to supporting materials including the latest co-sponsor list (on the right side of the webpage). POC: John Swain – dcoffice.cap@verizon.net.

WWII CAP Members: Help is still needed from wing staff and members to identify and confirm CAP World War II members, as our records are incomplete. CAP's CGM webpage (see above) contains a link to register the names of these senior members, alive or deceased, who served so that they or their families can be honored when this legislation passes. We also have over 80 candidates for the CGM who are awaiting confirmation from their wings to determine if they are eligible for the CGM. Determining eligibility may require the wing to interview the candidate or surviving family members. Eligible members must have served in CAP as a Senior member during WWII and have been age 18 or older prior to Aug. 15, 1945. POC: Holley Dunigan – hdunigan@capnhq.gov or 877-227-9142, ext. 236.

FY12 Budget Restoration: Both the House and Senate have restored \$4.5 million to CAP's Operation and Maintenance (O&M) request for FY12 in their respective versions of the defense appropriations bill. The Senate also restored \$6.8 million to CAP's aircraft procurement account. The House and Senate will meet to resolve differences between the two versions of the bill. POC: John Swain – dcoffice.cap@verizon.net

2012 Legislative Day: Wing and region commanders are reminded that the next Legislative Day will be held on Thursday, March 1, 2012 in conjunction with the Winter Board meeting. It is essential that wing and region commanders begin to prepare now for this event. Legislative Day is critical to ensuring that CAP is funded at the levels necessary to conduct our public service programs and missions. Every wing and region should have an assigned government relations advisor and wing commanders should start reviewing background material on their state congressional delegation members. Of particular importance is determining the committees your delegates serve on. While Defense Appropriations is the critical committee for CAP, other important committees include Armed Services, Homeland Security, Veterans Affairs and Banking/Financial Services. Advanced background and training materials will be sent out sometime after the start of the year and important legislative training will be conducted the night before Legislative Day in Washington DC. 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: CAP is getting closer to integrating safety education with the FAA. Funds have been approved for the development and integration of software that will allow for safety education to be completed and documented in the FAA's Wings Pilot Proficiency program. The software will allow for automatic updates from the FAA's Wings site to be entered directly into CAP's safety education records for participating members. This will alleviate the redundant need for safety education entries, further streamlining safety education event recording for CAP's members. CAP has also been working with the FAA's Wings program for youth; We look forward to expanding these opportunities into something CAP's youth will also eventually benefit from.

OPERATIONS DIRECTORATE

Director: Johnny Dean – jdean@capnhq.gov

Senior Advisor/Operations: Col Michael J. Murrell – mmurrell@cap.gov

Operations POCs: John Desmarais, Deputy Director – jdesmarais@capnhq.gov and Lt Col Pete Norris, National ES Advisor – icssboss@gmail.com

ADRS: The Advanced Digital Reconnaissance Systems team working as part of the Advanced Technology Group (ATG) is hard at work establishing a standardized CAP-wide photography/video system. Additional information is available online at:

http://www.capmembers.com/emergency_services/operations_support/adrs.cfm. POC: DO – DO@capnhq.gov and Tom Vreeland - tvreeland@taconic.net

NESA: The 2012 National Emergency Services Academy will run from July 21 to Aug 4, 2012 at Camp Atterbury in Edinburgh, Indiana. Registration should open by the end of October. Additional information will be made available at www.nesa.cap.gov as specific events and courses are scheduled. POC: NESA administrative staff – NESA-ADMIN@nesa.cap.gov

Cellular Use in CAP Aircraft: Questions about the use of cell phones and data cards in CAP aircraft have been common recently. Answers to some of these questions are available online at: POCs: http://www.capmembers.com/emergency_services/operations_support/cellphone_data_card_use.cfm Malcolm Kyser - mkyser@capnhq.gov and Lt Col Hartley Gardner, National Communications Team Leader – hartleyg@q.com

FY12 Training and Orientation Flight Funding: Firm budgets for FY12 will be established once the 2012 defense appropriations bill is approved. For now, limited initial budgets have been released to permit training and CAP cadet orientation flights in October. AFROTC and AFJROTC orientation flying cannot begin until funding is received from the Air Force. Because of significant budget constraints, the Air Force is not sure it will be able to fund AFROTC and AFJROTC orientation flights at all in FY12. We will notify region and wing commanders if anything changes. POC: John Desmarais – jdesmarais@capnhq.gov

Glider Region Center of Excellence: Operational Guidelines have been published and distributed. The glider team is hard at work developing a procedures manual for dealing with everyday operations. POC: Col Michael J. Murrell – mmurrell@cap.gov

EDUCATIONAL PROGRAMS DIRECTORATE (ED)

Director: Jim Mallett – jmallett@capnhq.gov

CAP Senior Advisor/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 Advisor – michael.mcardle@att.net

Aerospace Education Summit: Lt Col McArdle presided over a very successful AE Summit held in Louisville, KY, prior to the Summer National Board and Conference. Over 20 CAP members, including region and wing AE officers and NHQ/AE staff, were in attendance. Several project updates were presented by members of the AE leadership teams. Priorities were established and projects will continue to be worked to completion.

Air Force Association 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 our human and aerospace program and product resources for educational

outreach. Many museums may also be interested in creating a CAP memorabilia display. 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 at smallett@capnhq.gov.

Aerospace Connections in Education Program (ACE): Entering the 2011-2012 school year, the K-6 ACE program continues to grow — from 11,000 students last year to an anticipated 15,000 this year. As this year's registration continues, we expect approximately 600 elementary educators in 100 schools and 30 states to become involved. These teachers will implement this aerospace-themed, grade-specific program, which focuses on academics (emphasizing STEM subjects), character education and physical fitness — in alignment with National Academic Standards of Learning. The ACE Program is endorsed by the Air Force Association (which promotes elementary STEM programs through the 230 AFA chapters), the ROTC Arnold Air Society and Silver Wings Elementary STEM Orientation (ESO) Program. For more information, visit the ACE link at www.capmembers.com/ae or contact ace@capnhq.gov.

POC: Angie St. John – astjohn@capnhq.gov.

Teacher Orientation Program (TOP) Flights: For FY11, CAP flew 250 teachers from 17 wings. As the new fiscal year begins, wings are encouraged to expand the TOP Flights. Guidelines are posted at the TOP Flight link at www.capmembers.com/ae. POC: Judy Stone – jstone@capnhq.gov.

Aerospace Education Members Online Membership: 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 Award Program (AEX): The hands-on AEX program, which annually promotes AE to more than 60,000 CAP adults, cadets and students across the country, is available to CAP units and teacher members. Each unit or AEM wanting to participate must register through eServices at <https://www.capnhq.gov>; select "AEX." The application, award completion report, and information on the 2011-12 AEX program are posted on the AEX links at www.capmembers.com/ae. POC: Debbie Dahl – ddahl@capnhq.gov.

Aerospace Education Officer Schools: AEO Schools provide AE Officers with information, products and services designed to help them conduct and manage their AE programs while accomplishing the AE mission in CAP. Five successful AEO schools were conducted during the summer of 2011, with a total attendance of 180. The national school was held in Pensacola, FL, and the other four were held in the Middle East Region, Great Lakes Region, Rocky Mountain Region, and the Pacific Region. POC: Dr. Jeff Montgomery – jmontgomey@capnhq.gov.

Aerospace Education Newsletter: The AE Newsletter, published quarterly, contains AE news, current and upcoming events, member articles and lesson plans/activities. Articles about outstanding CAP members and programs, as well as "Region to Region" AE-related events, are welcome. For more information or to download current and former editions, click on http://capmembers.com/aerospace_education/stay_informed/index.cfm.

POC: Judy Stone – jstone@capnhq.gov.

Aerospace Education E-News Brief: The AE E-News Brief provides monthly updates about current and upcoming AE events, contests, awards and grants, plus useful websites to assist AEOs, AEMs and senior member educators who are working on AE programs in their units, schools and communities. For more information visit http://capmembers.com/aerospace_education/stay_informed/ae_newsbriefs.cfm. A one-stop AE resource, the E-News Brief is easily shared with other youth development organizations. Submissions are welcome. POC: Judy Stone – jstone@capnhq.gov.

Air Force Association/CAP Aerospace Grants: The AFA provides \$5,000 in each of the four grant cycles for CAP members to conduct projects to promote STEM subjects and careers in aerospace. Grants of \$250 are awarded to each winner in each cycle. For more information, go to the link at http://www.capmembers.com/aerospace_education/. POC: Susan Mallett – smallett@capnhq.gov.

Professional Development (PD) POCs:

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

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. Moreover, the new "CAP Commanders Guide" is available to all now. This pocket size, spiral bound pamphlet with rugged waterproof pages was developed to assist CAP squadron commanders in the performance of their duties. Although targeted at new squadron commanders, it is available to all CAP members through Vanguard. Order yours online at <http://www.vanguardmil.com/civil-air-patrol-commander-s-guide-p-15857.html>.

Organizational Excellence 2.0: The revised Organizational Excellence (OE 2.0) program and its curriculum guide have been released. OE 2.0 provides clearer guidance for the program managers and committees, and more opportunities for growth and success for participants. OE 2.0's ultimate purpose is to develop better leaders at all levels and all positions, encouraging graduates to become capable managers of members' talents, mission requirements and resources. Whatever their position, members will be better prepared to discharge their duties and lead their fellow members successfully and harmoniously. Information on OE 2.0 and its curriculum guide, as well as other OE related documents, can be found in "CAP University" at the following link:
http://www.capmembers.com/cap_university/organizational_excellence_20.cfm.

AFIADL Course 02130D: AFIADL Course 02130D (Intro to Emergency Services) is officially closed as of Oct. 1, 2011. Members enrolled prior to Oct. 1 will be able to finish the course on the regular 12-month schedule from the date of enrollment, but no new enrollments will be accepted. A new online course for CAP emergency services officers is expected to be released on Oct. 11 and will be available at:
http://www.capmembers.com/emergency_services/operations_support/education_and_training/eso_training.cfm.

National Staff College (NSC): 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 in 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. Much time is spent examining CAP's national-level operations. Students engage in seminar discussions, case studies and exercises throughout this intensive seven-day course. Because of the graduate-level design of NSC, as well as its focus on national-level operations, attendance at National Staff College is restricted to those members who hold the grade of Major (or above), who have completed CAP's Region Staff College (or equivalent) and who have the endorsement of their wing commander. National Staff College for 2011 will be conducted 15-22 October, at Maxwell AFB in Montgomery, AL, home of CAP's National Headquarters.
For more details on NSC go to: <http://capmembers.com/nsc2011>.

Region Staff College (RSC): Region Staff College is the formal in-residence course required for completion of Level IV. It prepares selected CAP officers to better execute the duties and responsibilities associated with CAP command and staff positions at the squadron level and above. CAP senior members who have completed Level III of CAP's Professional Development Program and who hold command or staff positions are eligible to attend the RSC. For more information, class dates and locations see:
http://capmembers.com/cap_university/course_schedules/region_staff_colleges_rsc.cfm

Corporate Learning Course (CLC): After completing Squadron Leadership School and learning about squadron operations, senior members should attend the Corporate Learning Course (CLC). The term “corporate” in the title of this course refers to CAP’s status as a nonprofit humanitarian corporation chartered by the United States Congress in 1946. Accordingly, wing-level operations carry out the major duties and responsibilities of the corporation for each state, the District of Columbia and Puerto Rico/Virgin Islands. The CLC is designed to explain how a wing operates in each of CAP’s major mission elements and how mission support functions support these mission elements. Equipped with this knowledge, senior members can learn how they and their respective organizations can best support the wing and fulfill the corporate role of CAP. For more information see: <http://capmembers.com/clc>

Unit Commanders Course (UCC): The revised Unit Commanders Course is available and can be found on the “CAP University” website on the “On-line Courses & Exams” webpage at: <http://capmembers.com/ucc>. This course standardizes the training of squadron and group commanders throughout CAP. UCC covers the traits and skills new unit commanders need to develop to effectively manage their units. Topics include recruiting and retention, command responsibility and accountability, safety, how to work with families, management, leadership, communication and elements of successful units and leaders. The UCC is designed around a core/elective format. For information on UCC class dates, locations and contact information, visit http://www.capmembers.com/cap_university/course_schedules/unit_commanders_course_ucc.cfm.

Squadron Leadership School (SLS): The SLS is designed to enhance a senior member’s performance at the squadron level and to increase understanding of the basic function of a squadron and how to improve squadron operations. Prerequisites for attendance are completion of Level I and enrollment in one or more specialty tracks. For more information, class dates and locations see: <http://capmembers.com/sls>

eLearning (EL) POC: Don Hines/NHQ Chief of eLearning – dhines@capnhq.gov.

E-Learning Course of the Quarter: Lt Cols Nancy Gleaton and Paul Meade in the Middle East Region have developed a region staff college course that uses an online blended approach to provide an experiential learning journey for CAP members. The course, which is developed on the Moodle learning management system, provides pre-course work to students, so the entire course can be used to team build and learn the interworkings of a real-world CAP wing. If you’d like to find out more about the course and how you can implement the same online blended approach in your region, contact Nancy Gleaton at nancy.gleaton@mer-rsc.org or the CAP e-learning manager, Ron Olienyk, at rolienyk@capnhq.gov.

CAP Officer Basic Course (COBC) on Blackboard Learning Management System: The COBC continues to be a great success with over 100 members participating monthly to advance their CAP knowledge. Those who complete the COBC 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 COBC 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. 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.

Basic Instructor Course: CAP’s online Basic Instructor Course has been released. The course provides fundamental teaching principles and how to apply them to various instructional challenges. If you have questions or any problems with the course, contact the POC, Ron Olienyk, at rolienyk@capnhq.gov.

CAP Knowledgebase Major Upgrade: The CAP Knowledgebase recently completed a major upgrade to take advantage of the latest version of RightNow CX. The new look and feel places job performance support categories up front so members may easily view and search for answers that directly relate to their job in CAP. The advanced search function allows members to sort answers so they can view recently updated answers of special interest. In addition, the "Notify Me" feature is a valuable tool which allows members to be notified by email when answers they select have a significant update. By selecting this feature for an answer, members can be automatically notified of regulation changes and new editions of regulations awaiting member comments. Watch for additional features enabled by this upgraded version. 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 Administrator: The Chaplain Corps Administrator, Tracy Harris, has moved to Building 714. Her new phone extension is 418, and her new fax number is 334-953-4262.

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

Cadet Programs (CP) POCs:

Curt LaFond, NHQ Deputy Director – clafond@capnhq.gov
Col Craig Treadwell, CAP National Cadet Programs Advisor – Col.T@maine.rr.com
Margaret Probst, DDR Program Assistant – mprobst@capnhq.gov
Lt Col Jett Mayhew, DDR Team Leader – JettM14@aol.com

Leadership Volume Updates: Your Cadet Programs team is hard at work developing volumes 3 and 4 of the *Learn to Lead* curriculum, with an expected publication and release date of January 2012.

Winter National Cadet Special Activities (NCSAs) Have Been Posted: The winter national activities have been posted to www.ncsas.com. The two activities that are offered this year are the Civic Leadership Academy (CLA) and the National Character and Leadership Symposium (NCLS). Applications will continue to be accepted through Oct. 15. CLA is for cadets interested in politics and careers in public service. Cadets participate in behind-the-scenes tours and briefings at the Capitol, Supreme Court, State Department, Pentagon, CIA, FBI and more. For more information, see www.capmembers.com/civics. NCLS is an activity sponsored by the USAF Academy that provides cadets the opportunity to engage in dialogue with visiting undergraduate university student leaders from across the country in seminars and discussions designed to enhance their understanding of the importance and challenges of sound moral character and leadership. For more information, see www.capmembers.com/ncls.

Red Ribbons & Red Ribbon Leadership Academy: Red Ribbon Leadership Academy has launched for Fall 2011. Ten squadrons across the country have already signed up to teach this important three-hour drug-free leadership curriculum at 18 middle schools, potentially reaching 360 students. The full curriculum can be downloaded and print materials requested from www.capmembers.com/rrla. Red ribbons are still available for your unit to use during Red Ribbon Week in October. To request ribbons, email Margaret Probst at mprobst@capnhq.gov.

National Character Day: The National Character Day curriculum has been launched for Fall 2011. This full-day, wing or group-level event consists of a special guest speaker to present a drug-free character message and a hands-on challenge event. Eleven wings have signed up to host the event for approximately 1,075 cadets. The curriculum materials can be downloaded and print materials can be requested from www.capmembers.com/characterday.

Drug Demand Reduction Excellence (DDRX): The Drug Demand Reduction Excellence activity guide is in the final editing stage. This DDR text contains 36 hands-on activities designed to reinforce a drug-free lifestyle for cadets. Squadrons can expect to receive copies in a unit mail out by Christmas.

New DDR slogan: "Follow Your Dream & Stay Clean": Congratulations to Cadet Spencer Graham, NM Wing, for his winning entry in the DDR slogan contest! His slogan was chosen out of 74 entries by a vote conducted during a national DDR meeting held in conjunction with CAP's Annual Conference & National Board meeting. This slogan will be used to further the Drug Demand Reduction program mission and goals in the coming year. Look for exciting promotional items carrying the new slogan, available soon!

Drug Demand Reduction Regulation Update - Working Draft: The current CAPR 51-1 *Drug Demand Reduction Program*, now seven years old, has been updated and is available for field review in a working draft form. Its new number, 52-22, is a tangible statement that DDR is now a part of the Cadet Program. The Cadet Program includes a "Character Development" element. One character-related theme CAP wants to emphasize is the drug-free ethic. The DDR Program is one aspect of the character development element and is an integral part of cadet life. The working draft was published in order for DDR program officers to review and submit input before this regulation goes through its formal comment and review period. We invite members to review the working draft and slides and to share inputs on the Cadet Blog at www.capmembers.com/cadets.

National Commander Selects new National Cadet Advisory Council (NCAC) Chair and Vice Chair: Please congratulate C/Col John Brennan (MER-MD-042), selected as the NCAC Chair for 2011/2012 and C/Lt Col Arielle Weeks (RMR-UT-067), selected as Vice Chair. Both cadets should be proud of their accomplishments that set them apart from many outstanding cadets during a highly competitive selection process. We are looking forward to a productive year for the NCAC!

Cadet Programs & Social Media: Stay up-to-date with news and events in the Cadet Programs world by following us on Facebook and Twitter. These pages can be easily accessed through the icons on the CAP members page or through the direct links below:
Facebook (<http://www.facebook.com/#!/pages/CAP-Cadet-Programs/156363627727624>)
Twitter (<http://twitter.com/#!/@CapCadetTeam>)!

Personnel and Member Actions (DP). Susie Parker/NHQ Chief of DP - sparker@capnhq.gov.

WING DUES CHANGE REMINDER: Wings are authorized to make changes to their membership dues once a year, concurrent with the new fiscal year (see CAPR 39-2, paragraph 4-5). This year six wings made changes to their annual dues. Please ensure any membership applications submitted after Oct. 1 have the correct dues attached. The FY12 dues chart is posted online at http://www.gocivilairpatrol.com/membership_dues.cfm. If you have any questions contact Susie Parker (sparker@capnhq.gov) or Frances Sides (fsides@capnhq.gov) or fax (334-953-4262).

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 test phase of directly reimbursing members for mission expenses has been expanded, and we anticipate the functionality should be available to all wings by Dec. 1. Please note direct pay to members is **not** mandatory.

- All members incurring mission-related expenses for vehicle and aircraft fuel and expecting reimbursement should complete the direct deposit sign up form and send it to NHQ/FM, along with a voided check.
- 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.
- WMIRS instructions for direct pay to WMIRS will be posted on the WMIRS website when the new process is available to all wings.

SmartVault: All wings are now utilizing SmartVault to provide an electronic record of all documentation in QuickBooks. This functionality allows the finance committee to view all financial documents. An additional benefit is the auditors are able to remotely audit each of the Wings. The requirement to scan all documents was effective Sept. 1, 2011.

QuickBooks Premier 2011: Wings will begin transitioning to QuickBooks Premier 2011 this quarter. Premier is a step above QuickBooks Pro and offers more stability within our rapidly expanding QuickBooks databases. Premier is more robust and can handle more simultaneous users and larger file sizes. The user will notice Premier and Pro are identical in appearance and processing will remain the same. The additional benefits of Premier include:

- The ability to reprint ALL prior reconciliations in QuickBooks. Pro only allowed the most recent reconciliation to be reprinted.
- Batch invoicing -This will reduce the time spent billing members or squadrons for monthly flying.
- Donation letter template - QuickBooks can generate the donation letters with just a few clicks
- Additional reporting features: The programs/project report shows a summary or detail of transactions posted to a class or job; The profit and loss monthly comparison report provides a tool to analyze monthly expenses (fuel, pilot billings, etc.); The donor contribution summary report will be helpful to verify donation letters were sent to all contributors; The balance sheet by class report will give units a "big picture" look at their funds.

FY11 Audit: Civil Air Patrol's auditors have begun interim work on the 2011 corporate audit. By utilizing the transparency of wing financial processes, including hosted QuickBooks, Sertifi, scanned documentation on the hosted desktop and Smart Vault, the auditors are able to review transactions at every wing without actually traveling to the wing.

- If documents requested by the auditors are not available in Sertifi or QuickBooks, the wing will receive an email requesting specific information.
 - In preparation for the FY11 audit, the wing financial analysts will be coordinating yearend financial requirements with the wings within the next two weeks.
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LOGISTICS DIRECTORATE

Director: Gary Schneider – gschneider@capnhq.gov

National Logistics Advisor: Capt Christopher Klein – cklein@cap.gov

Contracts Awarded: The contracting staff continues to negotiate new consolidated maintenance contracts and renew existing ones. The aircraft maintenance community is dynamic and impacted by our economy. 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. In the travel arena, CAP currently contracts with professional travel agencies to cover travel for personnel attending IACE, NCC, COS, SUPT and AFSPACE. This past quarter we contracted with BoardSource, a Washington, D.C. corporation, to perform a CAP governance study. We also have a contract to purchase a glider launch winch for the Pacific Region Glider Center of Excellence. POC: Bud Hemphill – bhemphill@capnhq.gov.

Vehicle Fleet: The total number of driven vehicles in the fleet is 994. There are 55 vehicles currently pending disposal. The number of driven vehicles 11 years old and older is 485 (48.8%) and vehicles 10 years and newer now number 509 (51.2%). The average age of the fleet is 9.34 years. We now have more vehicles that are 10 years old or newer than vehicles that are 11 years old or older. We have been working to replace the oldest vehicles in our fleet, and thanks to our members' diligent efforts in retiring and requesting replacement for vehicles that have become uneconomical to repair, our fleet is improving. There will be an additional reduction in the numbers of older vehicles as soon as vehicles pending disposal have been turned in to DRMO and removed from the inventory. If you have questions on the disposal process or how to initiate retirement of a vehicle in ORMS, contact Duane Schultz, NHQ LGT. Vehicle utilization reporting, now located in ORMS, is progressing well. The data entry function is much more user-friendly and additional vehicle reports provide improved sort and review options. The FY11 vehicle buy has been awarded and the first 36 vehicles should be delivered within the next 60 days. Thanks to end-of-year funding from the Air Force, more will be delivered later. Requests for new or replacement vehicles should be submitted during the first quarter of the fiscal year on a CAPF175 *Vehicle Justification*. Review CAPR 174-1 Chapter 5 Acquisition, Control and Disposal of Corporate Vehicles, for specific guidance. Requests submitted after the first quarter will be delayed until the following year or at least until the end-of-year supplemental buy, which is never guaranteed. As fall and winter approach, be sure that vehicles are winterized to protect them against the elements. Remember to check air pressure and condition of vehicle tires and always use a spotter when backing. - dschultz@capnhq.gov

Aircraft Fleet Modernization: During this reporting period, LGM accepted a new Cessna turbo 206H aircraft equipped with Garmin G1000. This aircraft is being modified to accept special mission equipment and will be assigned to Green Flag West. A second Turbo 206 and two 182T aircraft are currently in production and will be accepted in mid-November. The refurb program continues, with three of our consolidated aircraft maintenance contract shops involved in the refurb efforts. We have completed two 206s and have two more in the queue for refurb in FY12. 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 new digital flight displays. 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 early September we completed an aircraft sale. Twenty-one aircraft and gliders were advertised for sale. LGC received sealed bid offers for all but four aircraft. POC: Dan Daniel - ddaniel@capnhq.gov.

Web-Based Property & Accountability Management System: ORMS, CAP's program for tracking acquisition, control, management and disposal of CAP property, continues to improve. Wing financial analysts now spot check property items for condition, proper markings and accuracy of ORMS entries. Survey audit and compliance inspection results since going under ORMS have been good and show improvement in property management since implementation. Wings, NHQ and CAP-USAF logistics staff continue to work reports of survey pending action and retirements. There is a large

backlog of “found on base” property awaiting retirement. Property categorized as “found on base” must be disposed of through the DRMO process and disposal documents must be loaded into ORMS before they can be removed from inventory. POC: K.C. Jones – kjones@capnhq.gov.

NHQ Mailroom: It was a busy summer for the mailroom with special activities and preparation for NESAs, Summer National Board and encampments. In addition to routine mail operations, the mailroom pulled, packaged and shipped nearly 100,000 recruiting items, 11,500 AE products and nearly 34,000 forms. They also packaged and shipped 1,300 FedEx express shipments. Additionally, they supported three major mail-outs: Aerospace Education Newsletter; Professional Development Commander’s Guide and Financial Reports to Congress. POC: Bob LePage – rlepage@capnhq.gov.

INFORMATION TECHNOLOGY

Director: Johnny Dean – jdean@capnhq.gov

Senior Advisor/Operations: Col Skip Guimond – jguimondjr@verizon.net

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

IT Committee: Bill Hughes - BillHughes@rochester.rr.com

Member E-mail and Mailing Addresses: It is very important to keep your e-mail and mailing 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, visit the CAP Helpdesk at <https://capnhq.crmdesk.com/home.aspx> or call (877)-227-9142 ext. 290.

EarthLink and Unit Internet Reimbursement. Due to the decreasing compatibility of dial-up service with eServices and WMIRS and the declining level of subscription to NHQ-provided EarthLink accounts, the Spring 2011 NEC approved the closure of all NHQ-sponsored internet reimbursement programs. As of Sept. 30, 2011, the program has terminated all services. As previously stated, there are numerous other free e-mail and web space services available through Gmail, Yahoo, Hotmail, Juno and NetZero.

CAPWATCH Download Table Modifications: “MilitaryDpd” and “BranchOfService” are now available in the CAPWATCH Text download located under the "Member Characteristics" (MbrChars) table. The CAPWATCH table structure document has been updated to reflect these changes.

PUBLIC AFFAIRS & MEMBERSHIP

Director: John Salvador – jsalvador@capnhq.gov

Senior Advisor/Support: Col Joseph “Skip” Guimond – jguimondjr@verizon.net

VolunteerNow Submissions: All submissions for VolunteerNow, CAP’s news website, must now be submitted through the “VolunteerNow Submission” link on the main eServices page to be considered for publication. This new process ensures that everything NHQ/PA needs to publish an article is provided, which means more articles can be posted on an ongoing basis.

Videographer Pool: CAP National Headquarters will continue to update the videographer pool for use during the organization’s summer activities and throughout the year. The goal is to maintain a pool of talented volunteers who can be called upon when needed to support a news event or special CAP activities in a particular wing or region. Interested videographers are encouraged to participate. POC: Brad Holley, bholley@capnhq.gov, or (334) 953-7748, ext. 254.