



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 52-22

DRAFT December 2011

Cadet Programs

DRUG DEMAND REDUCTION PROGRAM

This regulation governs CAP’s Drug Demand Reduction program, which is conducted in partnership with the USAF Surgeon General, and in compliance with AFI 44-159, Demand Reduction Program.

Note: This regulation is new and replaces CAPR 51-1 in its entirety.

SUMMARY OF CHANGES. This regulation explains DDR goals and program management in an entirely new manner. Some of the most significant changes include:

- Explanation of DDR as a key aspect to cadet life, and that the DDR program applies to all cadet units, regardless of location.
• Implementation of the staff arrangement that functionally assigns DDR to the echelon’s Cadet Programs staff, including guidance on the inter-relation of DDR and Cadet Programs.
• Updated information on financial procedures, online reporting in eServices, and DDR awards.
• Deletion of CAP School Program information.

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CHAPTER 1 – CAP’S ROLE IN PROMOTING A DRUG-FREE PROGRAM

1-1. Context. CAP’s Air Force-funded Cadet Program mission (AFI 10-2701) includes a character education element. One of the goals of that program element is to promote the drug-free message among cadets, in recognition of the fact that adolescents are particularly susceptible to the dangers of drugs. Furthermore, CAP has an interest in promoting the drug-free message to the “Air Force family,” cadets’ family members, senior members, non-cadet youth, and the community at large. As committed young leaders, CAP cadets are especially positioned to serve as ambassadors of the drug-free lifestyle.

a. Air Force Cooperation. To further those aims, CAP conducts a Drug Demand Reduction (DDR) program in cooperation with the USAF Surgeon General (AF/SG). Historically, the AF/SG has made funding available to support CAP DDR activities, under certain restrictions, which are outlined in chapter 3. AF/SG funding augments the CAP DDR program; it does not constitute the entire program. Put another way, if AF/SG funding were no longer available, CAP’s DDR effort would continue.

b. Nationwide Impact. AF/SG funding is limited to those activities that take place within a 30-mile radius of an Air Force installation (see chapter 3). Regardless, the DDR program is a mandatory aspect of cadet life for all cadet and composite squadrons, no matter where they are located.

1-2. Mission. The Civil Air Patrol Drug Demand Reduction Program assists squadrons, groups, wings, and regions to instill an aggressive, positive, drug-free attitude in CAP members, AF families, DoD civilians, and school-age children through a comprehensive program that:

- Promotes CAP as a positive community service lifestyle.
- Encourages youth to remain in school.
- Focuses on drug abuse education, prevention, and awareness.
- Provides positive activities as an alternative to drugs and gang violence.

1-3. Vision. To be a leading force in America’s drug demand reduction strategy through the education and development of tomorrow’s leaders in voluntary community service for a drug-free world.

1-4. Outcomes. Unit commanders conduct DDR activities to fulfill the goals below:

- To promote drug abuse education, prevention, and awareness.
- To provide positive activities as an alternative to drugs and gang violence.
- To promote CAP as a positive, service-oriented lifestyle.
- To encourage youth to succeed in school.
- To share the overall drug-free message with the community at large.

1-5. Program Elements. Three elements comprise CAP’s DDR program: education, training, and outreach. The education and training elements exist to further the outreach element.

a. Education. The primary goal of the DDR program’s education element is to increase knowledge, both among CAP members and the community, about the dangers of drug abuse. The education element focuses especially on CAP cadets as the target audience, and provides the foundation necessary for DDR outreach (see paragraph 1-5c). Commanders may partner with outside

agencies to achieve DDR educational goals. Some methods used to educate CAP members on drug abuse include:

- poster campaigns
- “Fatal Vision” goggles
- drug identification kits
- guest speakers
- “Fit for Flying”
- “Let’s Go Flying!”
- National Character Day
- character development forums
- “DDR Excellence” activity guide (DDRx)
- educational DVDs, games, and presentations via the DDR webpage (capmembers.com/ddr)
- workshops and classroom teaching.

b. Training. The primary goal of the DDR program’s training element is to develop a cadre of adults and cadets who are prepared to take a leadership role in the DDR program. Training activities may take any form, including DDR training labs and workshops at annual conferences, regional training courses for DDRAs and DDRCs, wing training for DDROs, teleconferences, and online training. DDR officers should be enrolled in the senior member professional development program’s DDR specialty track (see CAPP 228, *DDR Specialty Track Study Guide*), and they are encouraged to enroll in the Cadet Programs specialty track (see CAPP 216, *Cadet Program Officer’s Handbook & Specialty Track Guide*). Overall, DDR training activities develop leaders who:

- Possess a working knowledge of drug abuse and prevention issues.
- Identify ways to integrate the drug-free message into as many facets of CAP service as possible.
- Are familiar with the drug abuse and prevention groups located in their community and are prepared to coordinate DDR activities with them.
- Serve as role models and mentors for youth who are confronted by the presence of drugs in their lives.

c. Outreach. The primary goal of the DDR program’s outreach element is to provide a public service by promoting the drug-free message to the Air Force family and the community at large. For CAP units located near Air Force installations, the families of military members are the key audience. Whenever possible, unit commanders will tap motivated cadets and senior members to lead outreach activities. Again, the education and training elements exist to further the outreach element; outreach is the main focus of the DDR effort. Some examples of outreach activities include:

- Red Ribbon Week Campaign
- Red Ribbon Leadership Academy
- National Night Out (nationalnightout.org)

- activities in service to the DoD STARBASE and U.S. Navy DEFY programs
- activities in service to military Family Readiness Centers or civilian youth centers
- informational displays and “Cadet Ken” walk-around inflatable at air shows, county fairs, parades, and similar civic events
- model rocketry, model aircraft, astronomy, and similar aerospace activities led by CAP members for the benefit of the community, provided the activity emphasizes the drug-free message. This is not to supplement the normal model rocketry training for cadets.

Note that the goal of the outreach element is to champion the drug-free message to the community, not recruit future CAP members, though individuals affected by DDR outreach might join CAP.

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CHAPTER 2 - PROGRAM OPERATIONS

2-1. Staffing. The staff officers charged with primary responsibility for the DDR program are known as DDR Coordinators (at the region level), DDR Administrators (at the wing level), and DDR Officers (at the group level and below). These individuals are classified as “Cadet Programs Officers,” members of a team of adult volunteers whose main focus is cadets. (For more on Cadet Programs Officers, see CAPP 216, *Cadet Program Officer’s Handbook & Specialty Track Guide*.)

a. Supervision. Each echelon’s DDR Coordinator, Administrator, or Officer reports to the Deputy Chief of Staff for Cadet Programs (at the region level), Director of Cadet Programs (at the wing and group level), or Deputy Commander or Deputy Commander for Cadets (at the squadron level).

b. Mutual Support. The Director of Cadet Programs (or its equivalent at the various echelons) provides leadership, advocacy, and support for the overall DDR program, in an effort to integrate the drug-free message into all possible facets of cadet life. Likewise, the DDR program contributes to cadet life by offering cadets opportunities to further their leadership, aerospace, fitness, and character education goals. DDR is an integral part of the Cadet Program, not an optional appendage to it.

c. CAP-Wide Impact. Although managed through the Cadet Programs functional area, the DDR program nevertheless serves the entire CAP organization. Senior member professional development activities, aerospace education activities, and operational mission activities should also include DDR-related content when practical.

2-2. Activities. NHQ/DDR offers curricula and materials for several DDR-themed activities, including those listed in section 1-5. For more information, see capmembers.com/ddr. Additionally, units may conduct DDR-related activities of their own design at events such as air shows, health fairs, parades, and the like.

2-3. Minimum DDR Program Standards.

a. Region. Each region will:

- (1) Offer training for DDRAs at least biennially.
- (2) Integrate a drug-free message into the region cadet activities it offers, whenever practical.
- (3) Monitor the submission of End of Year reports from all wings in the region, via eServices (see paragraph 3-5).

b. Wing. Each wing will:

- (1) Conduct National Character Day annually, or ensure it is conducted at the group level.
- (2) Develop an annual strategic plan of action and share that plan with subordinate units. The strategic plan should be based on the DDR program goals and objectives published at capmembers.com/ddrgoals. A sample strategic plan is available at the same website.
- (3) Integrate a drug-free message into the wing cadet activities it offers, whenever practical.

- (4) Monitor the submission of After Activity Reports from all units in the wing, via eServices (see paragraph 3-5).
- (5) Submit an End of Year report, via eServices (see paragraph 3-5).

c. Squadron. Each cadet and composite unit will:

- (1) Integrate a drug-free message into the special weekend activities it offers, whenever practical (see CAPR 52-16, 4-3b).
- (2) Submit After Activity Reports for DDR activities via eServices (see paragraph 3-5).
- (3) Conduct at least two DDR activities annually, one of which must be an outreach activity (see paragraph 1-5c).

2-4. Awards.

a. Outstanding DDR Wing of the Year Award. This annual award recognizes the wing with the strongest commitment to establishing a drug-free America. Wings that have a DDR Administrator assigned are eligible to compete for this award. Wing commanders may submit nominations on a CAPF 120 through the chain-of-command to National Headquarters, which forwards nominations to the awards committee. Nominations will describe the wing's accomplishments, based on the End of Year report in eServices. Submission of all nominations should follow the timeline found in CAPR 39-3 (i.e., nominations due to wing by 15 January, to region by 15 February, and to NHQ by 15 March). The award will be presented during the annual Summer National Board and Conference.

b. DDR Member of the Year Award. This annual award recognizes the most outstanding member (senior member or cadet) who contributed to the success of CAP's DDR program. Any CAP member or CAP unit may submit a nomination on a CAPF 120 through the chain-of-command to National Headquarters, which forwards nominations to the awards committee. Regions and wings are authorized to establish this award for their echelon. Nominations will include actions and impact of initiatives taken to achieve the DDR program vision and mission for a drug-free world through education, training and community outreach. Submission of all nominations should follow the timeline found in CAPR 39-3 (i.e., nominations due to wing by 15 January, to region by 15 February, and to NHQ by 15 March). The award will be presented during the annual Summer National Board and Conference.

CHAPTER 3 – FUNDING, OVERSIGHT, & REPORTING

3-1. Introduction to DDR Funding. The DDR program is funded by a grant from the AF/SG Demand Reduction office, separate from the annual CAP appropriation. AF/SG funds will be used only to further the goals of the DDR program. The DDR program maintains accountability in accordance with DoD directives, Air Force guidance, and Air Force instructions. Therefore, priority for programs will be (shown in descending order of priority):

- Air Force families
- Air Guard and Reserve families
- DoD civilians
- School-age children
- Members of the local community who influence USAF, USAFR, and ANG family members

a. Financial Support for Cadet Activities. DDR activities need not be stand-alone events; rather, it is preferable that DDR activities be woven into the leadership, aerospace, fitness, and character elements of cadet life. AF/SG funds may be used to purchase educational materials and administrative supplies in support of cadet activities, provided those expenses have a *direct connection* to DDR goals and objectives, and comply with the guidelines identified in this chapter.

b. Other Funding Sources. Other funding besides AF/SG is available to support DDR activities. When approved by NHQ/FM, other AF appropriated funds may be used. CAP corporate funds are also authorized. In addition, local fundraising initiatives may be used to help support program requirements. See CAPR 173-4, *Fundraising & Donations*, for guidance before pursuing support from other agencies or individuals.

3-2. Oversight of National Program. HQ CAP-USAF regularly reviews the CAP's DDR program status. The CAP DDR budget requires the review and approval of CAP-USAF, which maintains program accountability in accordance with DoD directives, AFMOA/SGOC guidance, and AFI 65-601V1, *Budgetary Guidance and Procedures*. CAP-USAF monitors all expenditures of 'fenced' DDR funds (those received from the AF/SG), ensuring they meet budget code limitations. All resources, equipment, and materials purchased with AF/SG funds are subject to audit. NHQ/DDR conducts and analyzes annual program evaluations, in accordance with AFMOA/SGOC guidance, to identify funded and unfunded requirements. NHQ/DDR ensures the program complies with applicable AF and DoD guidance, and submits an annual report to the AF/SG through HQ CAP-USAF that is compiled from report data submitted by squadrons and wings.

3-3. Budget. Each squadron, group, wing, and region should develop a budget to support their DDR program, based on the goals and objectives outlined at capmembers.com/ddrgoals. This ensures unit continuity and a foundation for reporting completion of approved DDR events and activities for the End of Year report.

3-4. DDR Expenditures. The guidelines below pertain to the use of 'fenced' funds provided by AF/SG:

a. Eligibility Requirements. Funded activities must support AF families, DoD civilians, school-age children, or CAP members. Additionally, the activities must be located within 30 miles of an AF installation, defined as an active duty base or station, Air Reserve base, Air National Guard base, or DoD unit comprised of at least 100 Air Force members. The 30-mile radius is not limited by state

boundaries, and is measured from the installation's perimeter. For a list of qualifying CAP units, see capmembers.com/ddr.

b. Authorized Expenditures: *Direct questions about authorized / unauthorized expenditures to NHQ/DDR*

- (1) DDR-related education and training materials
- (2) "Fatal Vision" goggles for each region/wing
- (3) Leadership, aerospace, fitness, or character events whose content has a DDR theme and is directly connected to DDR goals (e.g., National Character Day, Red Ribbon Leadership Academy, and DDRx activities)
- (4) Direct administrative costs for DDR activities and events (i.e., paper, markers, printing, and other items not otherwise provided by CAP)
- (5) Travel costs for DDR Coordinators and Administrators, in support of DDR training
- (6) DDR-themed promotional items

c. Unauthorized Expenditures: *Direct questions about authorized / unauthorized expenditures to NHQ/DDR*

- (1) Computers, DVD players, office equipment, and related items
- (2) Uniforms, insignia, t-shirts, hats, or other apparel
- (3) Color guard or honor guard equipment and flags
- (4) Food and beverages
- (5) Encampment scholarships and CAP membership scholarships
- (6) Trophies, plaques, and *personalized* DDR promotional items
- (7) Honoraria
- (8) Incentive flights
- (9) Cost sharing of lodging expenses at encampments or rental facilities
- (10) Radios and other types of communication equipment
- (11) Admissions to museums, exhibits, etc., that do not have a connection to DDR

d. DDR Catalog. NHQ/DDR makes approved DDR training materials and promotional items available via a DDR catalog. The DDR program purchases these items when requested by the CAP unit, with the vendor shipping the items directly to the unit. Units pay the vendor directly for the shipping. All catalog item requests must be received on a CAPF 56 NLT 45 days prior to the activity. For details, see capmembers.com/ddrcatalog.

e. Purchasing Materials Outside the Catalog. Units may request reimbursement of funds used to purchase DDR-related items which are not listed in the DDR Catalog. Wings and regions pay 100% of the cost for the items, and are reimbursed at 80%, via electronic transfer. All reimbursement requests must be received on a CAPF 56 NLT 30 days prior to the activity, with final receipts and CAPF 108 submitted to NHQ/DDR NLT 30 days after the event. For details, see capmembers.com/ddrfunding.

f. Course materials and educational items. Requests for course materials (Red Ribbon Leadership Academy, National Character Day) or warehouse items (Fatal Vision goggles, drug identification kits, displays, brochures, posters, etc.) must be received on a CAPF 56 NLT 30 days prior to the activity.

g. Travel. Travel includes expenses for transportation, meals, and related miscellaneous charges incurred by DDR Coordinators and Administrators when performing authorized travel for temporary duty (TDY). This includes attending or providing training at conferences, schools, and encampments. Travel expenses are reimbursed at 100% of the approved government rate. DDR Coordinators or Administrators requesting TDY must coordinate with NHQ/DDR for approval. Travelers will not purchase airfare or hotel without prior approval of NHQ/DDR. The *CAP Travel Authorization Form* must be submitted to NHQ/DDR NLT 30 days prior to the start of the travel. Within 15 days of completing the TDY, the traveler must submit a completed travel voucher, as well as submit an After Activity Report via eServices. Individuals who fail to file travel vouchers within 15 days after travel will not be reimbursed.

3-5. Reporting Requirements. Because Congressionally-funded endeavors must meet the requirements of the *Government Performance and Results Act of 1993*, the AF/SG funded aspects of the DDR program must comply with those requirements.

a. After Activity Reports. If a unit receives funding or materials for a DDR activity, the DDRO (or equivalent) must submit a completed After Activity Report (AAR) via eServices within 15 days of the completion of the activity. Failure to submit reports on time will jeopardize future funding requests for the unit. Units are encouraged to submit AARs for all DDR activities after completion, even if the activity did not receive funding. Select data from the AARs are automatically transferred to the wing End of Year Report.

b. Year End Report. All wings will submit a complete DDR End of Year report annually, via eServices, within 30 days of the end of the fiscal year (i.e., 30 October). Failure to submit reports on time will jeopardize future funding requests for the wing. NHQ/DDR uses this information to submit a consolidated report to AF/SG, through HQ CAP-USAF.

APPENDIX - GLOSSARY

30-Mile Rule – Squadrons eligible for funding must be within 30 miles of an Air Force installation, as defined in this regulation.

80/20 Rule – Allows regions, wings, and squadrons to receive 80% funding for non-catalog items after providing a 20% contribution of the total request. The 20% contribution may come from any source other than cadets.

AF or USAF – United States Air Force

Air Force Installation – An active duty Air Force base or station, Air Reserve base, or Air National Guard base; or any Department of Defense unit with 100 or more Air Force personnel assigned.

AFI – Air Force Instruction – Regulatory guidance provided by the Air Force. The DDRP is governed by AFI 44-159.

AFMOA/SGOC – Air Force Medical Operations Agency

AFRC – Air Force Reserve Command – AFRC DDR Program is a partner with the CAP DDR Program.

AF/SG – Air Force Surgeon General

DDR – Drug Demand Reduction

DDRA – Drug Demand Reduction Administrator – wing level

DDRC – Drug Demand Reduction Coordinator – region level

DDRO – Drug Demand Reduction Officer – designated DDR personnel at the group, squadron, and flight level.

DEFY – Drug Education for Youth - A Navy-sponsored program for children ages 9-12 that focuses on life skills and protective factors. The Air Force conducts DEFY at more than 15 bases annually. DEFY camps are conducted at Navy bases, Air Force bases, and civilian sites that are sponsored by the Department of Juvenile Justice. Navy DEFY is a CAP DDR partner.

DoD – Department of Defense

Drugs – Term includes narcotics as well as illegal use of prescription drugs, alcohol, and tobacco.

National Night Out – A multi-agency program promoting community spirit and police-community partnerships, all in an effort to fight for a safer nation.

NHQ – Civil Air Patrol National Headquarters

NLT – No Later Than

STARBASE – A DoD program for at-risk youth to learn science, technology, engineering, and math concepts

Strategic Plan – The strategic plan lists goals and measurable objectives for a specified period. It is a living document that can be updated and modified as changes occur.