

OPEN COCKPIT: JUL-SEPT 2011

Congressional Gold Medal: Progress continues in gaining cosponsors for two bi-partisan bills to award a single Congressional Gold Medal (CGM) in recognition of CAP's volunteer World War II service. As of June 29, S. 418 had 31 cosponsors and H.R. 719 had 66. Time, however, is running out because of the advanced age of our remaining surviving veterans. To do this quickly every Region and Wing Commander will need to take responsibility for progress within their respective commands. Here are two important ways to help with the CGM efforts:

Wing staff and members who support this legislation must ask their Senators and Representative to be cosponsors. Before either bill will be considered in committee there must 67 cosponsors for S. 418 and 290 for H.R. 719. In order for CAP to meet its required cosponsor goals we need to average seven cosponsors for every wing in the nation. So far, Minnesota leads the nation with nine cosponsors. POC: John Swain – dcoffice.cap@verizon.net.

Wing staff and members need to help identify and confirm CAP World War II members as our records are incomplete. CAP's CGM webpage (see below) 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. At present we only have 37 confirmed names. POC: Holley Dunigan – hdunigan@capnhq.gov or 877-227-9142, ext. 236.

For up-to-date information including current status, copies of the bills, cosponsor lists and other support materials go to <http://capmembers.com> where a link to CAP's CGM website is located. Links to supporting information are on the right side of the webpage. POC: John Swain – dcoffice.cap@verizon.net.

Help CAP win \$10,000 from the Lightspeed Aviation Foundation: Civil Air Patrol is one of 20 nonprofit aviation organizations nominated for the 2011 Lightspeed Aviation Foundation gift and grant program. The 20 organizations, selected from hundreds of nominees, will benefit from grants to be awarded this year. The foundation is in its second year of partnering with the pilot community to identify worthy causes, and give pilots a voice in which organization they support. The top five charities, as chosen by the pilot community, will each receive a check for no less than \$10,000. Gift recipients will be announced via webcast on AOPA Live at the Pilot's Choice Awards at the AOPA Summit in September. All CAP members and supporters are invited to vote online by visiting www.lightspeedaviationfoundation.org/content.cfm/Finalists/Your-Vote-Counts. As part of the Lightspeed Aviation Foundation program, CAP can also receive up to \$50 for each Zulu headset and \$25 for each Sierra or Mach 1 headset purchased during the coming year, and could receive at least \$10,000 if enough people vote CAP the most worthy among the 20 nonprofit aviation organization finalists. Civil Air Patrol's candidacy in the 2011 Lightspeed Aviation Foundation gift and grant program has been boosted by a video summarizing the organization's core missions and achievements, and can be viewed at www.aopa.org/aopalive/#category=Community. The Lightspeed Aviation Foundation's Facebook page can be found at www.facebook.com/LightspeedAF.

2011 Annual Conference and Summer National Board Meeting: CAP's Annual Conference and National Board will be held in Louisville, Kentucky, Aug 18-20. The conference will be at the beautiful Marriott Louisville Downtown. Please note the hotel discounted rate of \$119 will ONLY be in effect while rooms are available or until the cut-off date of July 17, 2011. For reservations please contact the Marriott Louisville Downtown at (800) 266-9432 and request the CAP Conference rate or you can reserve your room online at www.capmembers.com/hotel. The Conference pre-registration rate of \$130 will be in effect until midnight July 31, 2011 so make sure to register now to receive your discount off of the on-site registration price. To register online for the conference please go to www.capmembers.com/events. The 2011 Annual Conference is a great opportunity to get training from the experts at one of over 50 pre-conference courses and learning labs. To see a complete listing of learning labs offered at the conference please visit www.capmembers.com/labs. The opening reception will kick this conference off in true

southern fashion with a Kentucky Derby themed soiree. This is going to be a wonderful event to commemorate CAP's 70th year of service, so make plans today to join us at the 2011 Annual Conference in Louisville, KY. POC: Janet White – jwhite@capnhq.gov.

Check out the Features in the New 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

CAP's Facebook Page: Join today! Our 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: 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

Defense Appropriations and the CAP Budget: The House Appropriations Defense Subcommittee has marked up the FY12 defense appropriations bill by restoring \$4.5 million to CAP's Operations and Maintenance (O&M) funding request. Due to reasons beyond CAP's control, no additional funding was provided in the House bill for procurement. The Senate has not yet scheduled a date for its markup and CAP is continuing to ensure that the Senators know of CAP's requirements for O&M and procurement funding. So far, unlike last year, both bills are on track for enactment by the beginning of the next fiscal year. POC: John Swain – dcoffice.cap@verizon.net.

Member of Congress Appreciation Program: This office has established a program to thank Members of Congress who have, in the past, supported national and wing CAP programs. Wing Government Relations Advisors, in coordination with their Wing Commander, are asked to nominate one or more Members of Congress for this recognition. A special commemorative framed photograph will be provided for presentation by wing personnel back in the home state or district sometime during this fall. We hope to present up to ten annually. POC: John Swain – dcoffice.cap@verizon.net.

Congressional Squadron Membership: The 2011 Member of Congress membership total for the Congressional Squadron (those currently serving in the 112th Congress; not retired or former Members of Congress) has increased by 26 since January bringing the total to 159 members. POC: John Swain – dcoffice.cap@verizon.net.

OPERATIONS DIRECTORATE

Director: Johnny Dean – jdean@capnhq.gov

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

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

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

New Communications Team Leader: Lt Col Hartley Gardner has been selected as the new Communications Team Leader. There are many pressing issues for the communications arena today, and Hartley is well prepared for the challenges. Please provide him all of your support to make this program successful. POC: Lt Col Hartley Gardner – hartleyg@q.com.

Constant Watch Communications Exercise: Significant investment has been made into CAP’s communications infrastructure in recent years, including HF-ALE. Constant Watch is an exercise being held 8-12 July to test our HF capabilities, and learn as much as we can so that we can improve our systems and techniques. All wings are expected to participate in this exercise, and we look forward to seeing the results. POCs: Malcolm Kyser – mkyser@capnhq.gov and Lt Col Hartley Gardner – hartleyg@q.com.

Communications Encryption: CAP is seeing more needs for encrypted communications to meet the demands of the agencies we support. Unfortunately, many of these needs are not fully documented. The NHQ/DOS and NOC will soon begin documenting these needs with mission requests, and this note is to make you aware that further justification and documentation may be requested from you and your customers to be sure that we are properly equipped for the future. POCs: Malcolm Kyser – mkyser@capnhq.gov and National Operations Center – opscenter@capnhq.gov.

Now Available! CAPR 60-1 Annual Examination for Pilots – Glider. The new CAPR 60-1 Annual Examination for Pilots - Glider (2011) is now available in eServices. Per CAPR 60-1, the online written examination must be completed within the 60 days prior to a CAPF 5 Annual Check Ride. The new exam is 40 questions, open book, and has no time limit. The exam is available in the Online Aeronautical Education application under CAP Utilities.

Technologically Advanced Aircraft (TAA) Training Released and G1000 Information Relocated.

TAA Training has been released and can be located in Operations-Qualifications. G1000 information has been moved into the Operations Qualification application. For more information, go to the Training Material link under the About OPS Quals section of Operations-Qualifications.

NESA: Limited slots are still available for the 2011 National Emergency Services Academy (NESA), which will be conducted from 23 July through 6 August at Camp Atterbury, Indiana. Slots are still available primarily in the Incident Command System School, and for the Geospatial Information Interoperability Exploitation Portable (GIIEP) short courses. Personnel interested in attending should check out the NESA website, www.nesa.cap.gov, and register as soon as possible. Slots are managed on a first-come, first-served basis. POC: NESA Administrative Staff – NESA-ADMIN@nesa.cap.gov.

GIIEP: There have been many requests for GIIEP training and support this spring. NHQ is supporting these where possible, but real-world missions and prior commitments have impacted the amount of training that can be done with the limited equipment available. Wings are encouraged to work with their National Guard counterparts that also have equipment, and also take advantage of other opportunities to get training like the courses at NESA and the national conference. POC: John Desmarais – jdesmarais@capnhq.gov.

Ardent Sentry 2011: Over 350 personnel from 16 wings in 4 regions recently participated in the annual National Level Exercise, Ardent Sentry. These personnel as well as national staff, and NHQ personnel including 6 NOC augmentees, supported a simulated response to an earthquake along the New Madrid Fault. The participation was outstanding over the course of 4 days with 259 air and 106 ground sorties

flown or driven to meet the needs of agencies at the Federal, state, and local levels. Six wing ICPs and an area command were established to support those sorties that ultimately delivered over 20,000 images and demonstrated the capabilities for GIIEP and the FMV aircraft to support DSCA events. Lessons learned will soon be compiled during the after action review to be held at NHQ, but overall the exercise went well and NORTHCOM has already contacted CAP about participating in Ardent Sentry 2012.

FY12 Training Plans: This is a reminder that Wing Annual Training Plans are due by the end of July per CAPR 60-3. Staff officers need to work together to develop their prioritized inputs for FY12. POCs: John Desmarais – jdesmarais@capnhq.gov and National Operations Center – opscenter@capnhq.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 Leadership Teams: Four AE Leadership Teams have been created and are busy working issues to assist the CAP National AE Advisor and the NHQ/AE staff in providing products and services to help promote aerospace education and accomplish the CAP AE mission. The four Leadership Teams are: Internal, External, Curriculum & Special Projects, and Library. POC: Lt Col Mike McArdle – michael.mcardle@att.net.

Aerospace Connections in Education (ACE) Program: The K-6 ACE program continues to grow from 6,500 students last year to more than 11,000 students this year. This number represents more than 400 elementary educators in 85 schools across 27 states who have implemented this aerospace-themed, grade-specific program, which focuses on academics, character education and physical fitness. Course content is aligned with National Academic Standards of Learning. Additionally, STEM subjects (Science, Technology, Engineering and Math) are emphasized. The ACE program is endorsed by the Air Force Association (which promotes elementary STEM programs through their AFA chapters) and the AFROTC Arnold Air Society and Silver Wings Elementary STEM Orientation (ESO) Joint National Program.

For more information contact ace@capnhq.gov, or visit the ACE website at the following link:

http://capmembers.com/aerospace_education/aem_specific/ace_aerospace_connections_in_education_an_elementary_k6_program.cfm

POCs: Angie St. John – astjohn@capnhq.gov and Susan Mallett/AFA/ESO – smallett@capnhq.gov.

Aerospace Education Excellence (AEX) Award Program: The “hands-on” AEX program annually promotes AE to more than 40,000 CAP adults, cadets, students and teachers in schools across the nation. CAP units and teachers who are CAP members are encouraged to participate. Each unit or teacher member of CAP who wants to participate must register through eServices at www.capnhq.gov; select “AEX.” The application and the award completion report form, plus general information on the 2010-11 program, are posted at the AEX links located at www.capmembers.com/ae. POC: Debbie Dahl – ddahl@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, see www.capmembers.com/aerospace_education/stay_informed/index.cfm

POC: Judy Stone – jstone@capnhq.gov.

Aerospace Education E-Newsbrief: The AE E-Newsbrief provides monthly updates about current and future AE events, contests, awards, and grants, plus useful websites to assist unit Aerospace Education Officers (AEOs), CAP Aerospace Education Members (teachers) and senior members who are working on AE programs in their units, schools and communities. A one-stop AE resource, the AE E-Newsbrief is easily shared with other youth development organizations. Submissions are always welcome, and the latest editions are available at:

www.capmembers.com/aerospace_education/stay_informed/ae_newsbriefs.cfm

POC: Judy Stone – jstone@capnhq.gov.

Air Force Association/CAP Aerospace Grants: The AFA provided \$5,000 in the April - June grant cycle for CAP units to conduct projects that promote STEM subjects and careers in aerospace. CAP unit grant award winners are found at

www.capmembers.com/aerospace_education/general/announcements.cfm. Grants of \$250 are awarded in four cycles to CAP members during the year; two cycles are for teachers and two are for units. For more information, go to the AFA partnership link at www.capmembers.com/ae.

POC: Susan Mallett – smallett@capnhq.gov.

Satellite Tool Kit (STK): Analytical Graphics Inc (AGI), the makers of STK, the leading commercial satellite software in the country, recently introduced a new procedure allowing CAP members to have easier access to STK. CAP members can now download STK from AGI's website and use STK anywhere, at any time, and on multiple computers, if desired. To use STK, CAP members must obtain a CAP unique password through Dr. Jeff Montgomery, NHQ/AE. For more information visit www.capmembers.com/ae or contact Dr. Jeff Montgomery at jmontgomery@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. At the conclusion of each of the remaining 2011 AEO schools, each AEO will depart with a completed AE Plan of Action. Continue watching the AEO Resources link at www.capmembers.com/ae for updates on each school:

Rocky Mt Region	July 29-31
Pacific Region	July 30-August 2
Great Lakes Region	August 10-13

POC: Dr Jeff Montgomery – jmontgomery@capnhq.gov.

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

CAP Officer Basic Course (COBC) on Blackboard Learning Management System: Those who complete the COBC can advance through Level II of the Senior Member Professional Development Program. Due to high demand, wait time from 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, please 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.

Future CAP Learning Management System (LMS): The Blackboard LMS has served us well and provided excellent learning opportunities, but due to the cost and class size restrictions we're working on an additional CAP produced LMS that will eliminate many class size restrictions. The system will also show members the courses they are eligible to take after the course prerequisites are completed. If you have thoughts on courses that could be placed online, please provide recommendations through your chain of command for future consideration. 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.

The course examines teaching methods, techniques and ways to evaluate learning. You can self enroll in the course by going to the CAP University page and clicking on the "Basic Instructor Course" link, or you can visit www.capmembers.com/cap_university/basic_instructor_course.cfm. If you have any problems contact the POC: Ron Olienyk at rolienyk@capnhq.gov.

CAP Knowledgebase: Knowledgebase answers are set for review on a six-month cycle or sooner if a change to a regulation or policy goes into effect. Answers which change significantly are frequently moved to the top of the opening page of the knowledgebase for emphasis. Knowledgebase also allows users who wish to be notified when a particular answer is significantly changed, or the supporting regulation updated, to click on the "Notify Me by Email if this Answer is Updated" button. You will receive notifications by email when an answer you subscribed to has a significant change. To view your answer notification list, click on the My Stuff Tab, and then click on the Notifications Subtab. This subtab will show all the answers you have subscribed to and show the answers expiration dates. You may delete the answer notification if you no longer want to receive email notifications. POC: Don Hines - dhines@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

National Staff College (NSC). This is the capstone course in professional development. Held annually at CAP National Headquarters, NSC is designed for members who are, or will be, assuming positions of regional or national importance within CAP. **This year's NSC dates are 15-22 October 2011.** 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. For course and application details please go to: www.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 squadron level and above. CAP senior members who have completed Level III professional development and who hold command or staff positions are eligible to attend the RSC. For more information, class dates, and locations see: www.capmembers.com/cap_university/course_schedules/region_staff_colleges_rsc.cfm

Corporate Learning Course (CLC). After completing the 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. 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. Armed 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: www.capmembers.com/cap_university/course_schedules/corporate_learning_course_clc.cfm

The Unit Commanders Course (UCC). This course standardizes the training of squadron and group commanders throughout CAP. UCC discusses the traits and skills new unit commanders will 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. UCC is designed around a core/elective format. For more information, class dates, and locations see: 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: www.capmembers.com/cap_university/course_schedules/squadron_leadership_schools_sls.cfm

Chaplain Corp (HCA) POCs:

Tracy Harris, Chaplain Corps Administrator – tharris@capnhq.gov
Col Whit Woodard, CAP National Chaplain – wwoodard@cap.gov

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.
POC: Tracy Harris – tharris@capnhq.gov.

Chaplain Corps: The Chaplain Corps has revised its specialty track pamphlet, CAPP 221, as well as its development courses, 221A, 221B and 221C. To locate each, click on Publications at www.capmembers.com/pubs. Additionally, the course tests for 221 A, B and C are at: www.capmembers.com/cap_university/online_courses_exams.cfm.
POC: Tracy Harris – tharris@capnhq.gov.

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

National Character Day. This new program is the CAP cadet's opportunity to learn why their moral character will play a part in shaping their future. During National Character Day activities, CAP showcases its commitment in helping cadets develop a personal code of honor. This new program launches now, for implementation at the Wing level in September. Program materials are being mailed to Wing CCs, DCPs, DDRCs, and DDRAs. For more information, please see www.capmembers.com/characterday, or contact Margaret Probst at mprobst@capnhq.gov or 877-227-9142 x412

“Learn to Lead” Tests. We are one year into our transition to a new leadership textbook and online test system. The majority of cadets are earning high scores on their achievement tests. Nevertheless, after a careful review, we've revised the question bank to ensure every question is understandable, fair, and valid. Unit commanders and testing officers are asked to encourage cadets who previously struggled with the “Learn to Lead” tests to give them another try. For more information, contact Neil Probst, nprobst@capnhq.gov or 877.227.9142 x252.

“Learn to Lead” Audio Format. Thanks to the initiative and hard work of Lt Col Jim Shaw, the “Learn to Lead” textbooks are now available in audio format. These audio versions are a great resource for cadets who have disabilities or simply prefer to listen rather than read. Download the audio files at www.capmembers.com/l2l.

High Adventure Activities. This temporary suspension of high adventure activities like rappelling and firearms training has been lifted. Commanders and activity directors may conduct HAAs, if their wing commander endorses their completed CAPF 54, CAP High Adventure Activity Request. This

new form helps ensure local leaders thoroughly consider the safety issues involved in the potential HAA. For more information, contact Joe Curry, jcurry@capnhq.gov or 877-227-9142 x402.

Quality Cadet Unit Award. We are halfway through 2011, so a Quality Cadet Unit Award mid-year report is now available to help units see how they are performing in respect to some Cadet Program fundamentals. Cadet and composite squadrons that meet 5 of 8 criteria as of 31 December will automatically earn the award. To learn more about the program and to check out the mid-year report, please see www.capmembers.com/qcua, or contact Steven Trupp at strupp@capnhq.gov or 877-227-9142 x417.

“Fit for Flying.” This new resource emphasizes the role that health plays in aviation careers. Topics include becoming airworthy, aerospace physiology, the fitness lifestyle, the drug-free ethic, and more. Program materials include a textbook, instructor guide, slide presentations, and an activity plan suitable for conferences, encampments, and special events. For more information, see www.capmembers.com/fitforflying, or contact Margaret Probst at mprobst@capnhq.gov or 877-227-9142 x412.

Training Leaders of Cadets. The TLC course is being updated to reflect recent changes in cadet policies, curriculum, resources, and the like. Watch for updated course materials to become available in July at www.capmembers.com/tlc. For more information contact Neil Probst, nprobst@capnhq.gov or 877.227.9142 x252.

National Cadet Special Activities. As you read this, some 1,200 CAP members are readying or participating in about 30 National Cadet Special Activities. Special thanks goes out to the regions and wings that have made aircraft, vans, facilities, and people available to support these incredible programs. For more information, please see www.capmembers.com/ncsa, or contact Joe Curry, jcurry@capnhq.gov or 877-227-9142 x402.

Drug Demand Reduction (DDR).

Summer is here and the DDR program stands ready to support unit and community outreach activities by enriching youth development programs through drug-free lifestyle initiatives. DDR has recently released their second textbook called *Fit for Flying*. *Fit for Flying* emphasizes the importance that strong health plays in the desire for an aviation career. If one is not fully fit to fly, they will not find themselves controlling “the stick.” The text also includes an Instructor’s Guide. The text, instructor’s guide and PowerPoint Presentation slides are available on the DDR website. For information, contact your DDR Administrator; DDR Team Leader, Jett Mayhew at JettM14@aol.com; or visit the DDR website at: www.capmembers.com/DDR.

For more DDR information contact Margaret Probst – (877) 227-9142 x412 mprobst@capnhq.gov.

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 (CAPR 39-2, paragraph 4-5). If your Wing needs to adjust their dues, please request the region commander’s approval and notify National Headquarters/DP no later than 15 July 2011. Inputs must be received by 15 July in order to update the system by 1 August when renewal notices for those members due to renew in October are distributed. You may email Ms. Susie Parker (sparker@capnhq.gov) or Ms. Frances Sides (fsides@capnhq.gov) or fax (334-953-4262) your requested changes.

FINANCIAL MANAGEMENT

Director: Susan Easter - seaster@capnhq.gov.

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

IRS Form 990: Corporate officers will soon be receiving the annual questionnaire for corporate officers in order to complete Civil Air Patrol's annual form 990. The form 990 is an information return required by the IRS and there are numerous questions regarding governance.

Direct Pay to Members for Missions: Members may soon be reimbursed directly by NHQ for mission related expenses entered into WMIRS. This new process should speed up reimbursements because the funds will not be sent to the Wing first. Members desiring to be directly reimbursed will be required to sign up for direct deposit by means of electronic funds transfer. Due to the anticipated high volume of member reimbursements, direct deposit is the most cost efficient payment method in place to manage this process. This test phase has been expanded and we anticipate the functionality should be available to all Wings effective 1 October.

- 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 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.
- WMIRS instructions for direct pay to WMIRS will be posted on the WMIRS web site when the new process is available to all Wings.

SmartVault: All Wings are now utilizing SmartVault to provide an electronic record of all documentation within 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. While the requirement to scan all documents is not effective until 1 September, many Wings have already implemented the software.

2010 Financial Report: This document, which meets CAP's annual Report to Congress requirement, is now available in printed form and online. The 52-page report is presented in a colorful viewbook format, with striking photos throughout the first 22 pages plus lively overviews of CAP's many outstanding missions. The report also includes a 30-page financial statement from CAP's A+ audit that substantiates the organization's accountability and fiscal integrity. Wings are encouraged to hand deliver a copy of this report to the state offices of all their federal and state elected officials. If you would like copies of the report shipped to your unit, contact Merinda Hall at mhall@capnhq.gov. The publication is also available online at www.capvolunteernow.com; click on Media Center, Annual Reports to Congress and 2010 Financial Report. POCs: Susan Easter – seaster@capnhq.gov and Julie DeBardelaben – jdebardelaben@capnhq.gov.

Unit EINs No Longer Needed: The financial information for all CAP units is included in the consolidated Civil Air Patrol audited financial statements and IRS Form 990. Civil Air Patrol's EIN is 75-6037853 and is recognized by the U.S. Internal Revenue service as a charity under Title 26 of the United States Code, Section 501(c)(3). All individual EINs previously utilized by Civil Air Patrol subordinate units were not necessary and have been eliminated. All fundraising for Civil Air Patrol should be conducted under the EIN 75-6037853.

LOGISTICS DIRECTORATE

Director: Gary Schneider – gschneider@capnhq.gov

Team Leader: Maj Christopher Klein – cklein@cap.gov

CONTRACTING (NHQ/LGC). Civil Air Patrol currently has 91 active contracts, 57 of which support consolidated maintenance. In addition, there are 6 Requests for Proposal in varying stages including 2 more for consolidated maintenance (Central California and the California Bay area). The FY11 Field Laptop Buy was awarded on 31 May 11. The Governance Study contract was awarded on 9 June 11. There are 5 consolidated maintenance contracts expiring on 30 Sep 11, and each has a 4 year option to extend provision. Maintenance Officers in IL, KY, MI and WI approved their contracts for renewal; OH is still under discussion. Cathy Pangallo is both the primary buyer for Contracting and OPR for the Cadet Uniform Program. Her work hours are from 0630 – 1700 Monday through Thursday. Bud Hemphill still maintains an eight hour day, 0700 – 1600 Monday through Friday. Bud is your point of contact for contracting issues on Fridays while KC Jones, NHQ/LGS serves as POC for uniforms. Summer activities are underway and everyone is reminded that CAPR 70-1 requires NHQ/LGC/GC review and approval for lodging, meals and/or meeting space contracts prior to their execution. Submit these contracts to your NHQ Program Manager. Also, Contracting must sign contracts that require NHQ/FM to make payments to the hotel. The regulation authorizes the activity director to execute the contract if attendees pay the hotel directly or a corporate credit card is used to make all payments.

Vehicle Fleet: There have been no significant changes in vehicle status since the last report. The number of driven vehicles 11 years old and older remain at 495 (49%) and vehicles 10 years and newer now number 507 (51%). There will be an additional reduction in the numbers of older vehicles as soon as those vehicles pending disposal have been turned in to DRMO and removed from the inventory. If you have questions on the disposal process or retirement initiation of a vehicle in ORMS, contact Mr. Schultz, NHQ LGT. Since the last report we made a significant change in vehicle utilization reporting. Vehicle utilization data entry and reports are now located in ORMS. The data entry function is much more user friendly and reports provide some additional sort and review options. The FY11 vehicle buy is pending responses from competing vendors. If pricing stays close to our estimates, we should be able to purchase 37 vehicles this year. Once again, the bulk of the buy will be 12 passenger vans. Wings are reminded to submit vehicle replacement requests as soon as the need arises. Requests for new or replacement vehicles should be submitted on the CAPF175 *Vehicle Justification*. We formulate and coordinate the annual vehicle buy during the first quarter of the fiscal year. Requests submitted after that time will be delayed until the following year or at least until the end-of-year supplemental buy, which is never guaranteed. As summer activities ramp up, CAP travel trailers will be hitting the road. Be sure to check them over very carefully before hitching up. Many of these trailers have been sitting idle since last summer. They need to be thoroughly aired out and given a once over. Pay particular attention to the tires and hitches. Many of these trailers were manufactured ten years ago and most still have their original tires. If wheel bearings have not been serviced or inspected, now is the perfect time to check them too. Have a safe and productive summer and remember to use a spotter when backing. - dschultz@capnhq.gov

Aircraft Fleet Modernization: The LGM team accepted the first of 2 Turbo 206 aircraft on June 15th. We have placed the order with Cessna for the second Turbo 206 and a 182T. Acquisition funding was markedly reduced this year and the outlook for future funding is unpredictable. The refurb program is helping to fill the gap. We currently have three of our aircraft maintenance contractors involved in the refurb program along with the paint shop. The refurbished aircraft are welcome additions to our aircraft fleet and they are tremendous assets for CAP; however, they are still older aircraft and without a steady input of new airframes the fleet will continue to age rapidly. POC: Dan Daniel – ddaniel@capnhq.gov

Web-Based Property and Accountability Management System: ORMS — Following a very successful annual inventory, the IT team rolled out an enhanced version of ORMS. This revision addresses issues identified since introduction and incorporated new and improved report of survey and assessment features. Our Air Force counterparts have an opportunity to view and comment on a report of survey as it moves through the system, and there are arbitration points along the way. This should streamline the

process and increase visibility for state directors and liaison region logistics personnel. Commanders are taking reports of survey seriously and assessments are on the increase. Assessments are not to be considered punishment. The staff at wings, National Headquarters and CAP-USAF continue to work reports of survey-pending action and retirements. The NHQ LG staff will be presenting two property management learning labs at the National Conference in August. One will be a preconference session with a more detailed review of ORMS, reports of survey, assessments and property management procedures. The second session will be abbreviated and cover the changes in ORMS and CAPR 174-1
POC: K.C. Jones – kjones@capnhq

INFORMATION TECHNOLOGY

Deputy Director: Joe Hall – jhall@capnhq.gov

National IT Advisor: Lt Col Bill Hughes – BillHughes@rochester.rr.com

eServices Updates/Releases:

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 IT needs, please visit the CAP Helpdesk at www.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 closing all NHQ-sponsored internet reimbursement programs. As a result, we will no longer accept any new EarthLink account requests or non-EarthLink reimbursements. We will however, continue to fund current subscriptions and previously approved reimbursements through 30 September 2011 for all established accounts. Please use this time to make other internet service arrangements for those units that are currently utilizing these accounts. Please be aware that once the EarthLink accounts are terminated associated email and web space will also end. Numerous other free e-mail and web space services are available through Gmail, Yahoo, Hotmail, Juno and NetZero.

Drug Demand Reduction Reporting: The Drug Demand Reduction Reporting program is now available under the "CAP Utilities" side of the eServices' homepage. This program allows the reporting of various region, wing and squadron level DDR activities for tracking purposes.

ORMS - New Revisions Added:

1. The DRMS Screener Page has now been updated to be the Wing Documents Page.
2. Logistics Freeze information has been expanded to show all three types of levels.
3. Inactive members have been added to the Personnel Choosers. This will allow you to search for expired members.
4. Changes to the Report of Survey and Assessment procedures have been updated.
5. Vehicle Managers can be assigned by Property Officers in the field.
6. Retirements and additions to inventory at the group and unit level now require approval by the Wing DC/LG/CC.

Vehicle Usage Reporting migrated into ORMS. Vehicle utilization reports and the vehicle usage entry feature have been upgraded and now can be found in ORMS under the Vehicle module. Vehicle Utilization Reports are now available in the Reports section of ORMS. Please view the instructions link within the Vehicle Usage Entry module. All Transportation Officers (including assistants) automatically receive permission to the Vehicle Usage Entry module and Vehicles Report module.

PUBLIC AFFAIRS & MEMBERSHIP

Director: John Salvador – jsalvador@capnhq.gov

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

Videographer Pool: CAP National Headquarters is updating its 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. For those who previously expressed interest in serving as a volunteer videographer for NHQ, please email your most up-to-date information as well. POC: Brad Holley, bholley@capnhq.gov, or (334) 953-7748, ext. 254.

Travel Discounts for Members: If you still have summer travel plans, be sure to check out some of CAP’s newest travel benefits. CAP members are eligible for discounts at Red Roof Inns and all Wyndham Hotels (Ramada, Days Inn, Travelodge, and Microtel are just a few in the Wyndham group). We also offer car rental discounts for Budget, Avis and Hertz.

If you’re still looking for a getaway, be sure to visit www.CAPtravelcenter.com. In partnership with leading tour & travel operators, members receive exclusive discounts not available to the general public, to destinations around the world! Get discounts on vacations, cruises, car rentals, hotel stays and more:

- CAP members save an additional 5% on already low prices with a “fun in the sun” get away from TNT Vacations. Visit their link below to learn more about the 26 tropical destinations throughout Bermuda and the Caribbean, including the Dominican Republic, Costa Rica and Mexico. www.tntvacations.com/affinity.jsp?partner=AIRPATROL&PROMO_CODE=AIRPATROL&agentsite_uid=248599
- America’s largest cruise agency, Cruises Only, is offering the *lowest prices in the industry* to CAP Members; and backed by the only **110% Best Price Guarantee** in the industry. Shop and compare thousands of cruises from 18 of the world’s top fleets departing from 22 U.S. ports. Browse the latest in new promotions and last-minute offers or check out customer reviews and shop by category. Trained cruise consultants are ready to answer your questions, help you choose the right cruise for your needs and even help arrange land excursions. Start planning your trip now, by visiting www.captravelcenter.com/cruises.php.
- Visit Go Ahead Tours at www.goaheadtours.com/amg/CivilAirPatrol.aspx?sid=910032, to learn about the renowned tours they are known for at the most interesting destinations around the world. Walking tours in the Italian Riviera, Food and Wine tours in France, African Safaris, just to name a few!

For all benefits and discounts, please visit www.gocivilairpatrol.com/member_benefits