



Drug Demand Reduction

DRUG DEMAND REDUCTION PROGRAM

This regulation provides instructions and guidance to support the Civil Air Patrol (CAP) Drug Demand Reduction Program (DDRP). It is designed to guide CAP efforts to plan, develop and execute successful DDR programs at all organizational levels. CAP has received special funding by the Air Force (AF) to assist in supporting AF family members and Department of Defense (DoD) civilians in demand reduction outreach programs. The Air Force Drug Demand Reduction Program reference is AFI 44-159. **Note: This regulation is new and replaces CAPP 55 in its entirety.**

Drug Demand Reduction 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.

Drug Demand Reduction Mission Statement

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.

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SECTION I – CIVIL AIR PATROL DRUG DEMAND REDUCTION PROGRAM

1-1. General. The Drug Demand Reduction Program (DDRP) is chartered with the responsibility to make CAP an environment that promotes and supports education, community involvement, social responsibility, and respect for individuals. The DDR Program began in 1994 to support the "Air Force Family" within 30 miles of an Air Force installation. Since that time, the program scope has expanded to include the entire CAP organization with a special emphasis on the Cadet Program. The CAP DDRP has teamed to work jointly with the following agencies (Reference Attachment 1 – Glossary of Terms):

- a. Air Force Drug Demand Reduction Program
- b. Air Force Reserve Command Drug Demand Reduction Program
- c. National Guard Drug Demand Reduction Program
- d. Community Anti-Drug Coalitions of America
- e. Drug Enforcement Administration Drug Demand Reduction Program
- f. Federal Bureau of Investigation Community Outreach Program

All funded programs should reflect long-range goals or plans that build toward instilling an aggressive, positive, drug-free attitude in Civil Air Patrol members.

1-2. Focus Areas (Education and Training, School Programs, and Community Outreach Activities):

a. Education and Training. Never has there been a greater need to increase our knowledge about drug abuse. Ever-changing drug use patterns, the continuing transmission of HIV infection among drug abusers, and the need to develop new and effective treatment and prevention interventions underscore the importance of education and training. Resources squadrons can use to support education and training sessions include teachers from the CAP School Program and the Adopt-A-School Program, Active Duty, Reserve, and National Guard members for their leadership and expertise, and cadet sponsor members for their logistical and supervisory support.. The CAP DDRP should:

- 1) Provide substance abuse information/classes; Use CAP members, USAF base drug demand reduction coordinators (DDRC), and/or state National Guard drug demand reduction administrators (DDRA) as resources to educate members and youth on the dangers of drugs
- 2) Support CAP units with student training materials, videos, classroom, and audiovisual equipment and accessories.
- 3) Facilitate approved regional DDR conferences with all DDRA's. These conferences will explain, promote, develop, and coordinate national, regional, wing, group, and squadron DDR Programs.
- 4) Provide portable display booths and videos to advertise and promote CAP DDRP.

b. School Programs.

1) The **CAP School Program** (CAP SP) recognizes the need for a program after elementary school to teach leadership, aerospace education, respect, manners, and accountability in a drug free environment while developing student potential as tomorrow's leaders. This program fills a need at a critical point in young people's development which can influence future career decisions. The CAP School Program places CAP squadrons or flights into middle schools (6th through 8th grade) and high schools (9th through 12th grade) during the day or as an after-school activity with the support/assistance of a local host CAP unit. The CAP SP maintains the same standards as the normal CAP Cadet Program, only the location, audience, and time the program is conducted are different.

2) The **Adopt-A-School Program** is intended to serve as an opportunity for cadets to support the fifth grade to bridge the transition from fifth to sixth grade--a significant time when drug use occurs. This program:

- a) Provides mentoring, discipline, role models, aerospace education, and leadership for fifth graders at the installation and/or nearby schools to enable the students to become strong, productive citizens of the future and possible CAP members.
- b) Provides the installation or local elementary school support as needed to conduct a variety of projects such as the Red Ribbon Campaign and honor guard support.
- c) Offers resource support or manpower for school events like graduations and field days.
- d) Serves as an excellent feeder program for the CAP School Program.

c. Community Outreach Activities.

- These activities:
- 1) Get involved with base or local community coalitions to support their community outreach activities.
 - 2) Provide essential and supplemental assistance to selected community projects such as:

a) Red Ribbon Week Campaign. The annual Red Ribbon Week Campaign is conducted during the last week in October to allow people and communities to demonstrate a visible stand against drugs and to show their personal commitment to a drug-free lifestyle and the creations of a Drug Free America through the symbolic act of wearing a red ribbon. The campaign is in memory of DEA Agent Enrique “Kiki” Camarena who was killed in 1985 while investigating a multi-billion-dollar drug scam. The United States Congress proclaimed the Red Ribbon Campaign in 1988. Since then, it has grown to reach millions of Americans.

b) Drug Education for Youth (DEFY) with Air Force, Navy, or Department of Juvenile Justice. DEFY is a science-based substance abuse prevention program that is targeted for children 9-12 years old. It is designed to enhance the protective factors and reduces the risk factors that research indicates are associated with substance abuse, academic failure, and juvenile delinquency. DEFY provides children with the tools they need to resist drugs, alcohol, and gangs.

c) Military Youth and Teen Programs.

d) Family Community Centers (FCC).

e) Community Health Fairs.

f) Base Sponsored Community Activities.

g) Chaplain Activities.

h) Parent groups.

i) Base open houses and air shows: DDR portable displays and videotapes, along with cadets and seniors, tell the CAP story. Cadets who are proudly wearing their uniform and knowledgeable of the program are the best way to demonstrate the value of the Cadet Program.

j) Joint Agency Activities that collaborate with other base agencies. One such program is a Model Rocketry Program (reference CAPR 50-20). When the activity has a Demand Reduction nexus, it is run with DDR personnel for cadets and base youth.

SECTION II – GOALS AND OBJECTIVES

The goals and objectives listed below reflect those at the National Headquarter level. The goals and objectives from a region, wing, group, or squadron level should be modified to reflect what would be accomplished at that level. As a result, not all goals and/or objectives listed here may be applicable at the wing, group, or squadron levels.

GOAL 1: ESTABLISH AND MAINTAIN AN ACTIVE AND PRODUCTIVE DDR PROGRAM.

OBJECTIVES:

- a. Establish and maintain a working relationship with local substance abuse prevention agencies/coalitions.
- b. Establish and maintain a working relationship with 90% of the Air Force Active Duty drug demand reduction coordinators.
- c. Establish and maintain a working relationship with 90% of the Air Force Reserve drug demand reduction personnel.
- d. Establish and maintain a working relationship with 90% of the National Guard State DDR Administrators.
- e. Establish a working relationship with at least 35 of the Federal Bureau of Investigation (FBI) Community Outreach Coordinators out of their 56 Field Offices.
- f. Establish a working relationship with the State Governor's Drug Policy Coordinator.
- g. Establish one working relationship with other Service (Army, Navy, Marine Corps, Coast Guard) DDR Programs in each wing.

GOAL 2: ESTABLISH AND MAINTAIN DRUG DEMAND REDUCTION PERSONNEL THROUGHOUT CAP.

OBJECTIVES:

- a. Maintain 90% of Drug Demand Reduction Coordinators in the regions.
- b. Maintain 90% of Drug Demand Reduction Administrators in the wings.
- c. Establish a cadet assistant DDRA in 90% of the wings.
- d. Establish a DDR Officer in 80% of all groups and squadrons.
- e. Establish a cadet DDRO in 80% of all participating squadrons.

GOAL 3: INCREASE AWARENESS OF SUBSTANCE ABUSE ISSUES AND THEIR IMPACT ON THE INDIVIDUAL, COMMUNITY AND THE MISSION.

OBJECTIVES:

- a. Encourage 100% of all wings and 90% of all squadrons to participate in the annual Red Ribbon Campaign.
- b. Each DDR active wing will participate in at least one base-wide/community coalition building effort that includes youth activities, chapel sponsored events, and school presentations on substance abuse programs and topics. Encourage and assist the development of community coalitions and programs in preventing drug abuse and underage alcohol and tobacco use.
- c. Conduct annual DDR briefings at 100% of encampments, and at 80% of appropriate cadet activities such as national/region special activities, wing conferences, leadership schools demand reduction days, etc.
- d. Educate parents or other caregivers, teachers, coaches, clergy, health professionals and business and community leaders to help youth reject illegal drugs and underage alcohol and tobacco use.
- e. Pursue a vigorous advertising and public communications program dealing with the dangers of illegal drugs, alcohol, and tobacco by youth.
 - 1) Civil Air Patrol DDR public service announcements.
 - 2) DDR videos, posters, and brochures.
 - 3) DDR static displays.
- f. Promote zero tolerance policies for youth regarding the use of illegal drugs, alcohol, and tobacco within the family, school, workplace, and community.
- g. Provide literature/information to 100% of squadrons on an annual basis and/or as needed. Update region/wing DDR libraries as necessary.

GOAL 4: ESTABLISH AND/OR MAINTAIN THE CAP SCHOOL PROGRAM IN PARTICIPATING SCHOOLS.

OBJECTIVES:

- a. Establish CAP School Programs.

- 1) Keep current programs active.
- 2) Add new programs each year.
- b. Maintain 20 active cadets per school.
- c. Cadet retention to remain over 80%.
- d. Transition 50% of graduating School Program cadets into local/supporting squadron or stay with the CAP School squadron.
- e. 15% of School Program cadets achieve the Mitchell Award.

GOAL 5: DEVELOP A FINANCIAL PLAN CONSISTENT WITH THE DDR GOALS AND OBJECTIVES.

OBJECTIVES:

- a. 100% of wing budget requests submitted to region, per established timeline, and then forwarded to NHQ by 30 Sep.
- b. 100% of region budget requests submitted to NHQ by 30 Sep.
- c. 100% of the requests for reimbursement submitted via CAPF 108 per established timeline.
- d. Squadron/wing/region must match requested DDR funds at 20%. (80% from National DDR and 20% from the requestor.)

GOAL 6: MEASURE PROGRAM EFFECTIVENESS.

OBJECTIVES:

- a. Each wing or region develops a strategic plan.
 - 1) Review and update the plan annually or more often if required.
 - 2) Ensure financial plan supports strategic plan.
 - 3) Wing submits a copy of their strategic plan to regional HQ.
 - 4) Regional HQ submits a consolidated copy of the strategic plan to NHQ NLT 15 Nov.
- b. Number of cadets and senior members who participated in DDR activities.
- c. In your opinion, how many adults are needed to successfully conduct CAP DDR activities in wing?
- d. Statistically validate program success with retention, time invested, etc.
 - 1) Retention percentage of cadets participating in DDR sponsored activities.
 - 2) Document participation of senior members facilitating DDR activities in terms of hours.
- e. Promote national adaptation of drug-free workplace programs that emphasize a comprehensive program that includes: education, prevention, and intervention.
 - 1) Drug-free activities
 - 2) Drug-free meetings

SECTION III – NATIONAL PROGRAM

3-1. Structure. CAPR 20-1 establishes the organization structure of CAP and provides position descriptions at all levels. At National Headquarters, the Drug Demand Reduction Office (DDR) is under the Deputy Director, Cadets & Senior Member Professional Development. At the region, the Drug Demand Reduction Coordinator (DDRC) can fall under Cadet Programs or Operations. At the wing level, the Drug Demand Reduction Administrator (DDRA) can fall under Cadet Programs or Operations. At the group headquarters level, there should be a Drug Demand Reduction Officer (DDRO) appointed. At the squadron or flight level, the DDRO functions may be assigned as an additional duty to an existing staff officer function. Attachment 2 provides job descriptions for these positions.

a. Education and Training.

- 1) Every assigned DDR person should be provided a copy of this regulation.
- 2) A region level DDR conference for all DDRAs will be held in conjunction with the regional conferences on a biennial basis.
- 3) At wing level DDR conferences, the DDRA should hold a training session for DDROs.
- 4) A CAP School Program conference may be used to update and educate key individuals on lessons learned from CAP SP throughout CAP.

b. Electronic Information. DDR NHQ has established a web site to post information about the DDR program. DDR NHQ also recommends that all budget requests and reports be submitted electronically, if possible. If signatures are required, only the pages that contain the signatures need to be submitted via fax or mail. The goal is to provide a web-based capability for CAP members to develop strategic plans, budget submissions and quarterly/end of year reports to support the DDR program. The DDR web site contains:

- 1) All required documents.
- 2) DDR current events.
- 3) Links to informative web sites.
- 4) DDR data collection (this is currently undergoing analysis and requirements determination).

c. Administration. The expenses of any region, wing, group, or squadron DDR support activity should break down into the following areas:

- 1) Travel for training, attending conferences and visiting various region, wing or squadron DDR programs.
- 2) Travel to visit all sponsored CAP School programs annually for oversight and program assessment.
- 3) Office expenses to include postage, copying, and telephone expenses.

d. Operations.

- 1) Successful execution of the DDR Program will include:
 - a) Training, which is crucial to validate program success, growth, and impact.
 - b) Development and maintenance of a strategic plan.
 - c) Development and execution of a DDR budget in support of the strategic plan.
 - d) Quarterly and end-of-year status reports submitted in a timely manner.
- 2) The Drug Awareness Program is more than just the use of drug identification kits, displays, and DDR libraries. There are many ways to demonstrate awareness concerning the dangers and potential impact of drugs and gangs. The decisions youth make now may have significant impact upon their future. Extra curricular activities such as sports, band, and the CAP Cadet Program promote self-discipline and personal growth that offer long-term benefits. NHQ DDR strongly recommends requesting assistance from Air Force base DDRCs, Air Force Reserve DDR personnel, National Guard DDRAs, Federal Bureau of Investigation Community Outreach Coordinators, and Drug Enforcement Agency DDR agents to assist in this effort where appropriate. CAP senior members and cadets can research various subjects and present at meetings.

3) Encampment is a critical activity instilling values cadets receive in living the basic military lifestyle. This is the one activity that requires all cadets to emulate the military ethics found in attitude and discipline, and where they begin routinely responding to customs, courtesies, and manners. Conduct encampments with an emphasis on developing leadership, personal confidence, and an awareness that they can have a fun time without drugs. CAPR 52-16, *Cadet Program Management*, requires a 1-hour block of DDR instruction as part of the 40-hour curriculum. Recommend one of our partner agencies be used to conduct this training regularly. Make the training interactive, informative, and fun. The DDR message can be imbedded in the activities performed, i.e., one should not fly under the influence of drugs; everyone should be careful using glue when assembling a rocket or airplane because it has toxic fumes, and various other opportunities to reinforce the DR nexus.

4) Consider conducting a DDR weekend that allows for greater interaction with instructors and other agencies. Integrate formal lectures with activities, such as driving a remote control car using the fatal vision goggles, to demonstrate the simulated effect of performing a task under the influence.

e. **DDR Program.** The following programs have been developed in support of the CAP DDR Program:

- 1) CAP DDR website
- 2) CAP School Program curriculum
 - a) CAP School Program curriculum online (<http://www.capmsi.com/>)
 - b) CAP School Program Pamphlet
 - c) CAP School Program Administration Guide
 - d) CAP School Program CAP 1 (Achievements 1, 2, ES, Comm)
 - e) CAP School Program CAP 2 (Achievements 3-5)
 - f) CAP School Program CAP 3 (Achievements 6-8)
 - g) CAP School Program CAP 4 (Achievements 9-11)
 - h) CAP School Program CAP 5 (Achievements 12-14)
 - i) CAP School Program CAP 6 (Achievements 15-16)
 - j) CAP School Program Model Rocketry Guide
 - k) Listen, Learn and Lead Leadership Manual
 - l) CAP School Program and Standard Cadet Survey (1998 & 2001)
- 3) Educational videos
 - a) DDR Libraries for all wings and regions
 - b) "Champs Not Chumps" – All squadrons
 - c) "Choices Not Chances" - All squadrons
- 4) Annual CAP Red Ribbon campaign
- 5) National DDR Exhibit
- 6) DDR table top displays for each wing
- 7) DDR shirts and supplies for national activities that support the DDR nexus

8) Promotional Items: To raise awareness of anti-drug programs, such as Red Ribbon Week, units may use DDR funds to purchase low-cost promotional items to conveying the anti-drug message. Such items may include, but are not limited to pencils, pennants, ribbons, pins, stickers, T-shirts, and caps. The NHQ DDR program office must approve, in writing, all items to be procured prior to purchase. Reimbursement will be made for approved items only.

3-2. Drug Demand Reduction Resource Guide.

a. The Air Force Surgeon General (SG) provides Drug Demand Reduction funding. It is not part of the annual CAP appropriation. These Congressionally mandated funds are provided by the Air Force Drug Demand Reduction Program and may only be used for programs targeting AF members and people they associate with or who influence them. The funded programs must have a direct correlation to drug demand reduction. Therefore, priority for programs will be:

- 1) Air Force families.
- 2) Air Guard and Reserve families.
- 3) DoD civilians.
- 4) School-age children.
- 5) Members of the local community who influence USAF, USAFR, and ANG family members.
- 6) Funding will be used for AF family support, outreach programs, activities, and opportunities. In other words, funds may be used for educational materials, advertising/display equipment, educational videos and advertising flyers, expenses to support DDR encampments such as bus transportation, model kits, and activity newspapers. The products and services used by the DDR Program must have direct application to the DDR goals and objectives.
- 7) All funding requests from the region, wing, and squadron for Drug Demand Reduction Program (DDRP) support must meet the program requirements specified in this regulation and will be considered annually on a case-by-case basis.
- 8) Since congressional funding must meet requirements of the Government Performance and Results Act of 1993, the NHQ administered DDRP is required to comply with these requirements. All funding requires regular reporting. The Chief, Drug Demand Reduction at NHQ is required to forward a consolidated end of year report to the AF Surgeon General. All units who receive DDR funds will be required to provide inputs. See paragraph 3-5 for information and instructions.

b. Other funding sources are available to support DDR requirements. When approved by NHQ/FM, other AF appropriated funds may be used. In addition, local fund raising initiatives may be used to help support program requirements. For example, the local American Legion posts can be a good source for American Flags used by color guards. Grants are another source of funds to support local programs.

3-3. Requirements and Recommended Expenditures of AF Surgeon General Funds. Although these guidelines pertain to the use of appropriated funds provided by the AF SG, these are good to follow for all funding sources.

a. CAP DDR Program support for Air Force families, DoD Civilians, school-age children, and Civil Air Patrol members **within 30 miles of an Air Force installation.**

1) Air Force installations are defined as active duty bases or stations, Air Reserve bases, Air National Guard bases, or units of at least 100 Air Force members.

2) The 30-mile radius is not limited by state boundaries and should be measured from the perimeter of the base.

b. Approved DDR Expenditures:

1) Supplies to run activities (such as paper, reproduction costs for printing, cartridges for printers, etc.) that have a DDR connection.

2) Overhead or LCD projector.

3) TV/VCR/DVD for video training:

a) Drug education videos.

b) Drug, gangs, and violence prevention videos.

c) Training videos.

4) Drug Prevention literature and visual aids.

5) Artwork for the portable displays (photograph preservation expenses, graphics).

6) DDRC and DDRA administrative support (to include administrative supplies, postage, reproduction costs, travel expenses to support DDRA/O training).

7) DDR promotional items (must provide a detailed list of all items projected to buy for NHQ approval prior to purchase).

8) Transportation expenses in direct support of a DDR focused activity (such as gas, tolls, or bus lease).

9) Model Rocketry supplies/materials and similar type products used in DDR community outreach sessions to expand knowledge on both DDR and aerospace between CAP members and the community. This is not to supplement the normal model rocketry training.

10) Administrative support for School Program teachers (not to exceed \$450 per semester or a total of \$900 per year). These funds are to be used for supplies and equipment related to the DDR nexus of the CAP School Program and is not intended to supplement the salary of the teacher.

c. DDR Expenditures Not Approved:

1) Color Guard/Honor Guard uniform items and equipment.

2) Computers and associated equipment.

3) Computer upgrades.

4) Office equipment.

5) Uniforms and uniform items.

6) Region, wing, state, and squadron flags.

7) Trophies and plaques.

8) Personalized DDR promotional items (with individual's name).

9) Cadet Advisory Council travel and meetings.

10) Food – including bottled water, gum and candy

11) Taxes – will not be considered as part of matching funds and is not reimbursable

12) Honoraria

13) Encampment Scholarships

14) Membership Scholarships

15) Incentive flights

16) Cost share of lodging expenses at encampments or rental of facilities

17) Admissions to museums, exhibits, etc. that do not have a direct connection to DDR.

18) Radios and other types of communication equipment.

3-4. DDRP Budget Application and Instructions. Each squadron, group, wing, region should develop a budget to support their DDR Program as reflected in their Strategic Plan. A sample application and instructions are at attachment 3 or may be obtained at <http://level2.cap.gov/index.cfm?nodeID=5344> or may be requested by e-mail sent to DDR@capnhq.gov; or requested by mail from NHQ CAP/DDR, 105 S. Hansell St, Maxwell AFB AL 36112-6332.

3-5. Quarterly and/or End of Year Report and Instructions. The quarterly/end-of-year report is designed to report on successful completion of approved DDR Program activities and events. All funding requires regular reporting from the supported squadrons to the wing in the form of a status report. A quarterly submission is optional but recommended, however, all units must submit an annual report at the end of the fiscal year. Reports submitted as close to the event as possible insures a more accurate report, but more importantly, ensures good “lessons learned” and “best practices” information is captured for other units to use. The wing will provide a consolidated status report to the Chief, DDR at NHQ and a courtesy copy to the region. The quarterly report is based upon a “building block” approach, in which each event or activity is documented immediately after the completion of that activity or event. The quarterly input remains in the report until the last event or activity is completed and documented in the annual report. The end of year report is due **NLT 30 days from the close of the fiscal year**. All DDR activities should be synopsisized in this report, whether funding was through AF SG appropriated funds or other sources. This document will help provide program feedback needed to refocus the program where it has the greatest impact. Instructions are at Attachment 4, the CAP DDR website or requested via e-mail to : DDR@capnhq.gov; or requested by mail from NHQ CAP/DDR, 105 S. Hansell St, Maxwell AFB AL 36112-6332. This process will continue until an online electronic data collection process is developed and operational.

3-6. Drug Demand Reduction Program Reimbursement Procedures.

a. Squadrons, groups, wings, and regions allocated Drug Demand Reduction funding must do the following to receive reimbursement of expended funds:

- 1) May expend funds only on approved items from the Funding Authorization Letter (FAL) from CAP/DDR.
- 2) Must purchase all approved items and pay for the approved expenses, then submit copies of receipts or invoices (and a CAPF 108) to the DDRA or DDRC. See CAPF 108 instructions at Attachment 5.
- 3) Drug Demand Reduction Administrator/Coordinator consolidates original receipts, or expense justifications and prepares a new CAPF 108 for approval and signature of the DDRA/C and Commander. The CAPF 108 with legible copies of receipts is then forwarded to CAP/DDR. Submit reimbursement requests as the supplies or equipment is purchased or activities occur. Since all reimbursements are due to NHQ on 1 September, do not wait until 30 August to make purchases or conduct activities.
- 4) National Headquarters CAP/DDR will accept reimbursements for review and submission to finance as they are completed. All reimbursement requests must be received **NLT 1 September** to receive reimbursement.
- 5) Wings and regions receive reimbursement via electronic transfer. All reimbursements are sent to wings and regions – not to individuals.
- 6) DDRCs or DDRAs must complete the following prior to submitting documents to DDR at National Headquarters:
 - a) Complete the CAPF 108. Use one form for each mission number assigned by the FAL. Do not combine mission numbers on a single CAPF 108.
 - b) Attach legible copies of the invoices/receipts and the check paying them. Make sure the DDRA signs in the appropriate block.
 - c) Forward the completed packets to the wing commander for approval and signature.
 - d) Make a copy of the completed packet.
 - e) Maintain original receipts in a DDR file.
 - f) Submit to LPMR at NHQ for processing.

b. End of year purchases are completed within a short time. Therefore, faxed paid receipts are acceptable until hardcopies are received and forwarded through standard operating procedures.

c. If you have any questions or doubt, call the DDR office, HQ CAP/DDR, at 888-211-1812, ext 412. We will get you an answer.

ATTACHMENT 1 – GLOSSARY

30-Mile Rule – Squadron's eligible for funding must be within 30 miles of an Air Force installation.

80/20 Rule – To receive AF SG funding, regions, wings, or squadrons must contribute 20% of the total request. The 20% contribution may come from any source other than cadets.

Adopt-A-School - This program is intended to serve as an opportunity for cadets to support the fifth grade in an attempt to bridge the transition from fifth to sixth grade at a significant time when drug use occurs.

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

AFI – Air Force Instruction – Regulatory guidance from and for the Air Force. The DDR AFI is 44-159, 1 Aug 00.

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

FBI – Federal Bureau of Investigation – The FBI has a Community Outreach Program.

CADCA – Community Anti Drug Coalitions of America

CAP SP – CAP School Program is an in school or after school program that incorporates the benefits of the Cadet Program into student education.

CD – Counterdrug Operations

DDR – Drug Demand Reduction

DDRA – Drug Demand Reduction Administrator – Wing DDR officer.

DDRC – Drug Demand Reduction Coordinator – region DDR officer.

DDRO – Drug Demand Reduction Officer – squadron DDR officer

DDRP – Drug Demand Reduction Program – The only DDR Program available for eligible squadrons, wings, and regions (within 30 miles of an Air Force installation) to submit for funding. Budget submissions are conducted on an annual basis.

DEA – Drug Enforcement Administration – DEA DDR branch is a partner with the CAP DDR Program.

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.

Eagle Flight – This is a CD funded flying program for cadets. Contact Operations, National HQ CAP for more information.

FAL - Funding Authorization Letter – The NHQ generated FAL provides the authority for units to spend funds for DDR events/activities that they submitted budget requests for.

NGB – National Guard Bureau – National Guard Counterdrug office and liaison to CAP DDR is located in this organization. The National Guard DDR offices are partners with CAP DDR programs.

ONDCP- White House Office of National Drug Control Policy

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.

ATTACHMENT 2 – DDR JOB DESCRIPTIONS**NATIONAL****Chief, DDR Program, Civil Air Patrol**

The Chief of the CAP DDR Program manages all aspects of the program. The Chief provides guidance for all CAP DDR personnel, and serves as the corporate point of contact for all DDR matters. The Chief ensures all aspects of the DDR program comply with established DOD and Air Force directives, instructions, and guidelines. The Chief is responsible for properly managing all aspects of budgeting for CAP's DDR program to include planning and submitting annual budget requirements through HQ CAP-USAF, and for ensuring proper expenditures of appropriated funds.

Assistant Chief, DDR Program, Civil Air Patrol

The Assistant Chief is responsible for program support to the DDR division with specific emphasis on management of program information. The Assistant Chief provides information in response to inquiries handles administration and program details with DDR elements and outside agencies and otherwise relieves the Chief, DDR, of support functions.

REGION**Drug Demand Reduction Coordinator (DDRC)**

The region DDRC is the point of contact from National to the wings and from the wings to National. The DDRC manages and directs DDR activities for the region and shall develop or revise the Region DDR Strategic Plan to include an annual DDR training plan; prepare and submit the DDR Program budget application annually; prepare and manage the DDR financial plan; ensures DDR training is conducted at wing encampment(s); coordinate where possible with active duty and reserve AF base DDR coordinators and National Guard DDR Administrators; and submit the regions' quarterly and end of year reports to National.

WING**Drug Demand Reduction Administrator (DDRA)**

The wing DDRA is the point of contact for all CAP units within the wing for DDR information and to the region. The DDRA manages and directs DDR activities for the wing and shall develop or revise the Wing DDR Strategic Plan to include an annual DDR training plan; prepare and submit the wing's DDR Program budget application annually to the DDRC; prepare and manage the wing's DDR financial plan; ensures DDR training is conducted at squadron meetings and wing encampment(s); coordinate, where possible, with active duty and reserve AF base DDR coordinators and the state's National Guard DDR Administrator; and prepares the wings' quarterly and end of year report and submits it to the region DDRC for submission to National.

GROUP/SQUADRON/FLIGHT**Drug Demand Reduction Officer (DDRO)**

The group/squadron/flight DDR Officer is the point of contact for DDR information between the group/squadron/flight and the wing. The DDRO manages and directs DDR activities for the group/squadron/flight and shall develop an annual DDR training plan; prepare and submit the DDR Program budget application annually to the DDRA for integration into the wing DDR Program application; prepare and manage the DDR financial plan; conduct DDR training at the group/squadron/flight level; coordinate where possible with active duty and reserve AF base DDR coordinators and National Guard DDR Administrators; and submits the group's/squadron's/flight's quarterly and end of year report to the DDRA for submission to the region and National.

Cadet/Drug Demand Reduction Officer (C/DDRO)

The C/DDRO shall work closely with the group/squadron/flight DDRO. They shall assist in highlighting Drug Awareness throughout their meeting place. Assist in developing a display at their level to be used at recruiting and local events. Will assist the squadron/flight DDRO in preparing the budget application to be submitted to the wing DDRA no later than September 1st unless otherwise specified by the wing DDRA. Shall be the point of contact to the group C/DDRO. Will assist in developing a training plan for DDR within the squadron/flight. The group C/DDRO will assist the squadron/flight C/DDROs in preparing a training program that will affect the entire group. The group C/DDRO shall collect all activity reports from C/DDROs within the group and prepare a report once a quarter and forward to the DDRO at the group level which in turn shall submit to the wing C/DDRO.

ATTACHMENT 3 – DDR BUDGET INSTRUCTIONS

Refer to paragraph 3-3b for a list of approved expenditures. Anything not on this list requires prior approval from NHQ/DDR. Each participating region/wing submitting a DDR Program Budget Request should use the following format:

SECTION ONE – DEMOGRAPHIC INFORMATION FOR REGION / WING

1. Name of Region/Wing
2. Location of Wing and participating units:
 - a. Military installation within 30 mile radius (if applicable)
 - b. Charter number
 - c. Squadron
3. Name of DDRC/DDRA
4. Address of DDRC/DDRA
5. Daytime telephone number
6. Home telephone number
7. E-mail address
 - a. Work
 - b. Home
 - c. Alternate
8. Commander certification statement: “ **I have reviewed this DDR budget application and I agree to fund this reimbursable program.**”
9. Signature of Region/Wing Commander
10. Typed or printed name (of commander)
11. Date signed

NOTE: Applications will not be processed without the signature of the Commander

SECTION TWO – DETAILED BUDGET REQUEST BREAKDOWN

DDR Program Budget Information (Each activity or event requesting National funding must address all items shown below [a. through l.])

Name of the activity/project (This may be repeated for each separate activity project)

- a. Start date (Anytime after October 1)
- b. Ending date (Not later than 30 September)
- c. Description of activity/project
- d. Wing or Squadron(s) to benefit from the activity/project
- e. What (equipment, promotional items, supplies, etc.) is the funding going to buy
- f. Amount requested from National DDR for what is being funded
- g. Amount provided by region/wing for what is being funded
- h. Total amount of what is being funded
- i. List how the activity/project benefits CAP and the community
- j. Describe “who” and “how many” will be served by the activity/project
- k. List goals and objectives of the activity/project
- l. How will the activity/project’s performance be measured?

SECTION THREE –BUDGET SUMMARY INFORMATION

Summarize each Activity/Project for which funding is being requested as follows:

- Amount requested from National DDR for what is being funded
- Amount provided by region/wing for what is being funded

- Amount provided by other sources(s) for what is being funded
- Total amount of what is being funded
- Total amount of all items requesting National DDR funding
- Total amount of all items funded by region/wing
- Total amount of all items funded by other sources(s)
- Total amount of all items being funded

NOTE: It is important that you show all items to be purchased for the region/wing DDR Program, even if no reimbursement is requested from National DDR for some of the items. This information is used to support the total cost share and could result in some items requesting DDR funding to receive 100% reimbursement within mission numbers assigned. This information is also used to market the DDR Program to obtain additional funding when opportunities present.

The following statement must appear on every DDR Budget Application:

CERTIFICATION:

I understand that while this information represents a projection, I must request approval from National Headquarters prior to exceeding any line item expenditure within mission number assigned.

All funded activities provide equal access and equal opportunity and does not discriminate on the basis of handicap, color, creed, or religion.

Programs, projects, or events which receive funding from the Civil Air Patrol Drug Demand Reduction Program must include the following credit line in all promotional and marketing material related to this initiative, including public announcements, press releases, programs, print, and broadcast media: (Activity) courtesy of the Civil Air Patrol Drug Demand Reduction Program.

Authorizing DDRC/A Signature

Typed Name

Title

We have provided a suggested format for a DDR budget submission on the following pages. This format is a modified format of the SC wing budget request we received.

DDR BUDGET FORMAT

HEADQUARTERS
CIVIL AIR PATROL (STATE) WING/REGION
UNITED STATES AIR FORCE AUXILIARY
STREET/P.O. BOX ADDRESS
CITY, STATE, ZIP CODE

This is a suggested cover letter
to forward your DDR Budget
Submission. Please follow
your Wing or Region guidance.

DATE

MEMORANDUM FOR NHQ CAP/DDR

FROM: (State) Wing/Region Drug Demand Reduction Administrator/Coordinator

SUBJECT: FY XX Drug Demand Reduction Initiative/Program

1. Enclosed is our proposed Drug Demand Reduction Activities and Initiatives for FY 20XX.
2. Should additional funds become available at a later date, we would appreciate consideration for other needed assistance.

NAME, CAP Rank
Drug Demand Reduction Administrator/Coordinator

1 Attachment:
XX FY20XX DDR Budget Request

XX FY20XX DDR BUDGET REQUEST

SECTION ONE – DEMOGRAPHIC INFORMATION REGION/WING

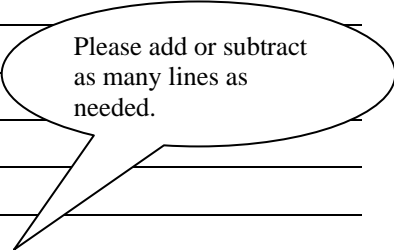
Name of Region/Wing: (State) Wing, Civil Air Patrol

Drug Demand Reduction Administrator: Name, Rank
Mailing Address
Phone () - (H), () - (W)
Email: XXX@yahoo.com

LOCATION OF INSTALLATION & PARTICIPATING UNITS.

Participating Authorized CAP Units (Within 30 Miles):

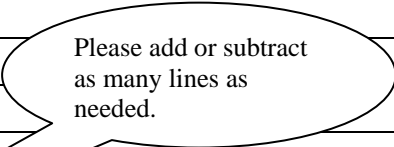
Installation	Charter Number	Squadron



Please add or subtract as many lines as needed.

Participating Non-Authorized CAP Units (Outside 30 Miles):

<u>CITY</u>	<u>Charter Number</u>	<u>Squadron</u>



Please add or subtract as many lines as needed.

I have reviewed this DDR budget application and I agree to fund this reimbursable program.

Signature of Wing Commander

Col XXX XXXXXX, CAP
Printed Name of Wing Commander

DDMMMYYYY
Date

SECTION TWO – DETAILED BUDGET REQUEST BREAKDOWN

1. Name of Activity/Initiative:

This will also be entered into the section three summary

- a. Beginning Date: DDMMYYYY Ending Date: DDMMYYYY
- b. Description of Activity/Initiative:
- c. Cost Breakdown of Activity/Initiative:

Description:	No. Cadets/Seniors	Amt. of DDR Request (Total)	XX Wing/Region Portion	Total Amount of activity or initiative	Benefit
1.		\$	\$	\$	
2.		\$	\$	\$	
3.		\$	\$	\$	
Grand Total		\$	\$	\$	

Please add or subtract as many lines as needed.

This will be the amounts entered into the section three summary

- d. How Will this Activity/Initiative Benefit CAP and the Community?
- e. Estimated Target Beneficiaries: Total:
 - Cadets:
 - Seniors:
 - Teachers:
 - Parents:
 - Military Dependents:

f. Goals and Objectives of the XX Wing/Region DDR Initiatives Program:

Specific goals and objectives for each individual item are stated in the table above, but can be summarized as follows:

CAPR 51-1 Goal – Reference CAPR remark on page 1
XX Wing/Region Item Supporting/Contributing to Goal

#3 Increase awareness of substance abuse issues and its impact on individual, community, and mission.

If you have developed Goals and Objectives for your wing, then please use these.

g. How Are These Initiatives/Projects/Activities expected to be measured? (How will you be able to tell if it is a success?)

- 1)
- 2)

This will also be entered into the section three summary

2. Name of Activity/Initiative:

#2a thru g (whole section) appears to be a repeat of #1 above. What is the difference? Very confusing. Wing is referenced in each example but region is omitted from #2. Is that the difference? Please clarify or shorten.

- a. Beginning Date: DDMMYYYY Ending Date: DDMMYYYY
- b. Description of Activity/Initiative:
- c. Cost Breakdown of Activity/Initiative:

Description:	No. Cadets/Seniors	Amt. of DDR Request (Total)	XX Wing/Region Portion	Total Amount of activity or initiative	Benefit
1.		\$	\$	\$	
2.		\$	\$	\$	
3.		\$	\$	\$	
Grand Total		\$	\$	\$	

Please add or subtract as many lines as needed.

This will be the amounts entered into the section three summary

- d. How Will this Activity/Initiative Benefit CAP and the Community?
- e. Estimated Target Beneficiaries: Total:
 - Cadets:
 - Seniors:
 - Teachers:
 - Parents:
 - Military Dependents:.
- f. Goals and Objectives of the XX Wing DDR Initiatives Program:

Specific goals and objectives for each individual item are stated in the table above, but can be summarized as follows:

CAPR 51-1 Goal – Reference CAPR remark on page 1
XXWing Item Supporting/Contributing to Goal

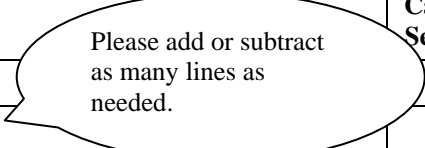
#3 Increase awareness of substance abuse issues and its impact on individual, community, and mission.

If you have developed Goals and Objectives for your wing, then please use these.

g. How Are These Initiatives/Projects/Activities expected to be measured? (How will you be able to tell if it is a success?)

- 1)
- 2)
- 3)

SECTION THREE - WING BUDGET SUMMARY INFORMATION

Activity Description	No. Cadets/ Seniors	FYXX NHQ/DDR Request	XX Wing Portion	Total Value Line Item
1. 		\$	\$	\$
2.		\$	\$	\$
Total NHQ/DDR Request		\$	\$	\$
Total Wing Match		\$	\$	\$
Total Activities Value		\$	\$	\$

CERTIFICATION:

I understand that while this information represents a projection, I must request approval from National Headquarters prior to exceeding any line item expenditure within mission number assigned.

All funded activities provide equal access and equal opportunity and does not discriminate on the basis of handicap, color, creed, or religion.

Programs, projects, or events which receive funding from the Civil Air Patrol Drug Demand Reduction Program must include the following credit line in all promotional and marketing material related to this initiative, including public announcements, press releases, programs, print and broadcast media: (Activity) courtesy of the Civil Air Patrol Drug Demand Reduction Program.

Authorizing DDRC/A Signature

Typed Name

Title

ATTACHMENT 4 – DDR QUARTERLY AND EOY REPORT

End of ___ Quarter _____/Year Report for FY 20__ It will be 2010 before you know it.

Region/Wing: _____

Drug Demand Reduction Coordinator/Administrator: _____

Name (Last, First, MI), Rank

DDRC/A Mailing address: _____

Street or PO Box, City, State, Zip

DDRC/A Phone numbers: _____

Work (with area code)

Home (with AC.)

Fax (with AC.)

Additional numbers: _____

Pager (with area code)

Cell phone (with area code)

<u>Unit No.</u>	<u>Squadron Name</u>	<u>City/Base</u>	<u># Cadets</u>	<u># Seniors</u>	<u>Within 30 miles?</u>	
					Circle one	
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N
_____	_____	_____	_____	_____	Y	N

Use additional paper if necessary

Goal #1: Establish and maintain an active and productive DDR Program.

- a. Establish and maintain a working relationship with local substance abuse prevention agencies/coalitions.

NAME OF AGENCY/COALITION

NAME OF COMMUNITY

- b. Establish and maintain a working relationship with local active duty Air Force base(s) in Wing

NAME OF BASE

NAME OF DDRA AT BASE

1) _____
2) _____
3) _____
4) _____

- c. Establish and maintain a working relationship with local Air Force Reserve Base(s) in Wing

1) _____
2) _____

- d. Establish and maintain a working relationship with local Air National Guard Base(s) in Wing

NAME OF BASE

NAME OF DDR POC AT BASE

1) _____
2) _____

- e. Name and address of the DEA DDR Coordinator for your Wing

- f. Name(s) and address(s) of the FBI Community Outreach Coordinator for your Wing

- g. Name and address of your Air National Guard Drug Demand Reduction Coordinator

- h. Name and address of your Governor's Drug Policy Coordinator

- i. Army, Navy, Marine, Coast Guard installations in your Wing with DDR programs (with DDR Coordinator's names)?

NAME OF BASE

NAME OF DDRA AT BASE

1) _____
2) _____
3) _____
4) _____

- j. With which of the above organizations (A thru H) have you conducted DDR related programs between 1 Oct and 30 Sep (this reporting year)?

NAME OF ORGANIZATION

NAME OF JOINT PROGRAM(S)

1) _____
2) _____

Goal #2: Establish and maintain the DDR Program throughout the Region/Wing.

- a. Does the Region/Wing have a DDRC/A? If yes, name and date appointed.

- b. Does the Wing have a Cadet assistant DDRA? If yes, name and date appointed.

- c. Number of Squadrons that have a Senior member as DDR Officer _____
- d. Number of Squadrons that have a Cadet DDR Officer _____

Goal #3: Increase awareness of substance abuse issues and its impact on the individual, community, and mission.

- a. Number of Squadrons that participated in Red Ribbon Week activities _____
- b. Number of community/base-wide awareness activities that were conducted by the Wing?
 - 1) Base _____
 - 2) Youth Activities _____
 - 3) Chapels _____
 - 4) Schools _____
 - 5) Other substance abuse programs _____
 - 6) Any other not listed _____
- c. Encampments
 - 1) Number of encampments conducted by the Wing this year? _____
 - 2) Number of encampments where DDR briefings were conducted? _____
- d. Educate and enable your Wing's youth to reject illegal drugs, alcohol and tobacco (NOTE: this includes educating parents, teachers, clergy, health professionals, business & community leaders). What activities were conducted to educate adults?

TYPE OF EVENT	# Adults
1) _____	
2) _____	
3) _____	

Use additional pages if necessary.

- e. What advertising or PSAs was the Wing or Squadrons responsible for? (For newspapers or magazines, send copy of ad. For TV or radio, send script.) (Send as an attachment.)
- f. In few words, describe how the Wing promotes zero-tolerance at meetings and activities (for example, no smoking signs in meeting areas).
 - 1) _____
 - 2) _____
 - 3) _____
 - 4) _____
 - 5) _____
- g. Number of Squadrons that were provided substance abuse literature by the Wing this year?

- h. Number of times a DDR video was shown to Cadets by a Squadron? _____ Wing _____

(NOTE: detail all activities shown in 3.B. as an attachment to this report. Provide any newspaper article and photos as possible.)

Goal #4: Establish and/or maintain the CAP School Program (CAP SP) in participating schools.

- a. Number of CAP SP units already in place as of 30 Sep? _____

For National HQ Use Only

- b. Number of CAP SP units started since last 30 Sep? _____

For National HQ Use Only

- c. Number of schools that should become CAP SP schools this year? _____
 d. Number of schools that could become CAP SP schools beyond this year? _____
 e. If CAP SP schools were in place prior to this past year, has 80% of the membership been maintained?
 Yes ___ No ___. If no, what percent? _____

For National HQ Use Only

- f. Do you have documentation showing that CAP SP graduates, if applicable, have continued to be CAP members?
 Yes ___ No ___ N/A ____ If so, send a copy of the documentation as an attachment to this report.

For National HQ Use Only

- g. Did 15% of School Program cadets achieve the Mitchell Award?

Goal #5: Develop a financial plan consistent with DDR goals and objectives.

- a. Were budget requests submitted per established timeline? _____
 b. Were the budget requests sent through the Regional DDRC? _____
 c. Did the budget requests clearly state the goals and provide a measure to evaluate success?

 d. Was a CAPF 108 submitted per established timeline? _____
 e. Were the appropriate signatures and a legible copy of the paid receipts attached? _____
 f. Were changes to the FAL requested in a timely manner and endorsed by the wing commander?

 g. Were all requests for funding submitted by 30 Sep? Yes ___ No ___

For National HQ Use Only

Goal #6: Measure program effectiveness.

- a. Number of Cadets who participated in DDR activities this year? _____
- b. Number of Senior members who participated in DDR activities this year? _____

TYPE OF EVENT	# CADETS	# SENIORS
1)		
2)		
3)		

- c. How was DDR equipment used?

- d. In your opinion, how many adults are needed to successfully conduct CAP DDR activities in your Wing?

- e. Do all Squadrons promote drug-free meetings? Yes ___ No___

If yes, how?

If no, why not?

NOTE: Additional information required must be attached for report to be complete. Refer to the Goal and subparagraph for each attachment.

If you feel that a narrative is needed to explain this report, attach it as a separate item.

ATTACHMENT 5 – DDR REIMBURSEMENT PROCESSES

DDR INSTRUCTIONS FOR COMPLETING THE CAPF 108 (Applicable to all personnel/units submitting reimbursement/payment claims)

· All pilots flying on USAF authorized reimbursable missions **MUST SUBMIT** a CAPF 108 to the wing showing aircraft flown, ownership, and flying time (blocks 5A-K) even if no individual claim for reimbursement is made. This information is required for statistical purposes. Members must submit original CAPF 108 and appropriate receipts to the wing not later than 30 days after the close of the mission (60-day adjustment period).

· Wings must prepare a consolidated mission CAPF 108 and include corporate aircraft expenses.

- BLOCK 1. Enter mission number and mission inclusive dates. Add sequential alpha character to adjustment claims. **Use the Mission number from your approved FAL. The start and stop dates will be the actual dates of the activity or event.**
- BLOCK 2. Check the appropriate block for the type mission, one block only! **For DDR the Other block will be checked. Enter 0 for non-CD Mission.** If "Other," describe. **No description is required.**
- BLOCK 3. Enter member name (or wing name on the consolidated 108). **Wing/Region Name**
- BLOCKS 4A & 4B. Enter appropriate mailing address, phone number and e-mail address for entry in block 3.
- BLOCK 5. Check the appropriate block to identify if this is a partial or the final claim for the mission (block 1). If there are more claims, enter the estimated dollar amount required for the closure of the mission. NOTE: A separate line entry must be made for each aircraft/vehicle unitized.
- BLOCK 5A. Enter date expense incurred (as shown on receipt).
- BLOCK 5B. Enter the type of aircraft or vehicle make and model. **Enter a short description of the reimbursement item, activity, or event.**
- BLOCK 5C. Enter aircraft horsepower (hp). **NA for DDR**
- BLOCK 5D. Enter the aircraft registry number or, for corporate-owned vehicles (COV), the vehicle identification number or, for private-owned vehicles (POV), the vehicle license plate number corresponding to 5B. **NA for DDR**
- BLOCK 5E. Check appropriate block to identify entry in 5B. **NA for DDR**
- BLOCK 5F. Enter aircraft hours (hobbs) flown or number of miles driven for entry in 5B. **NA for DDR**
- BLOCK 5G. Enter the hourly aircraft minor maintenance rate for aircraft type entered in 5B. Reference current rates published in CAPR 173-3, *Payment for CAP Support*
- BLOCK 5H. Multiply the entry in 5F by 5G and enter the result. **NA for DDR**
- BLOCK 5I. Enter the amount claimed for the entry in 5B and attach original receipt(s). **NA for DDR**
- BLOCK 5J. For consolidated CAPFs 108, the wing calculates the amount claimed for administration for missions so authorized (CD, INS, etc.). Add block 5H and 5I. Multiply the result by 15% and enter the result in Block 5J. This calculation is based on corporate and member owned aircraft and no other items. **NA for DDR**
- BLOCK 5K. Enter amounts claimed for communications cost, aircraft oxygen service, authorized TDY expenses, etc., and attach original receipts. **This is where the DDR expense is listed. Show the total of all invoices for the mission without sales tax.**
- BLOCK 5L. Enter the sum of 5H through 5K as appropriate. Automatically calculates.
- BLOCK 6. Enter the total of column H. **NA for DDR**
- BLOCK 7. Enter the total of column I. **NA for DDR**
- BLOCK 8. Enter the total of column J. **NA for DDR**
- BLOCK 9. Enter the total of column K. **This block totals automatically.**
- BLOCK 10. Enter the total of entries in blocks 6 - 9 OR total of column 5L (both should be equal). **This block totals automatically.**
- BLOCKS 11A & 11B. Read, print/type name, sign and date the appropriate block. **11.A.-DDRA/DDRC must print/type name, sign and date the request. 11.B.-Wing or Region CC must print/type name, sign and date the request.**
- BLOCK 11C. Contract/Cooperative Agreement number is F41689-00-2-0001.
- BLOCK 11D. List other funding source, when not funded by the Air Force Cooperative Agreement. **Enter: DDR FY 0X ACRN XC. This changes each FY, thus contact NHQ/DDR for the current entry.**