

15 OCTOBER 1998

Personnel Procedures

OVERSEAS CADET SQUADRONS

This regulation prescribes the policy and procedures for the establishment and administration of Civil Air Patrol (CAP) squadrons formed overseas.

SECTION A – GENERAL INFORMATION

1. Purpose. The purpose of Civil Air Patrol (CAP) squadrons overseas is to provide an organizational unit that will make the Cadet Program available to US dependent youth overseas. Senior members may join the squadron in support of the CAP Cadet Program. Authority for USAF support of CAP squadrons overseas is contained in AFI 36-5001, *Organization and Functions of the Civil Air Patrol Programs*.

2. Definition. For the purpose of this regulation, an overseas squadron is defined as a CAP cadet unit located outside the United States, its territories, and possessions.

3. Charter Policy. Charters will be limited to cadet squadrons and restricted to overseas US Air Force installations. Charters will be granted only upon request of the installation's commander and only where there is potential for a strong, viable unit. Since the success of the squadron depends largely upon the local installation, squadrons will be chartered only where strong base support is assured.

a. Minimum Membership. Minimum squadron membership is fifteen, three of whom must be senior members. Flights will not be chartered.

b. Squadron Commander. Since overseas squadrons operate almost independently, selecting a suitable squadron commander is vitally important. Squadron commanders and their replacements must be active duty members in the grade of tech sergeant or higher and recommended by the military installation commander. Units cannot obtain or retain a charter without a commander who meets these criteria.

c. Requesting a Charter. Installation commanders desiring to establish squadrons on their bases should contact HQ CAP/DPM, 105 South Hansell Street, Maxwell AFB AL 36112-6332, and request a CAPF 27b, *Organization Action – Overseas Squadrons*. After completing the form, it is to be returned to the same address with a check or money order for amount of the charter fee made out to National Headquarters, CAP. A list of dues and fees can be obtained from HQ CAP/DPM.

4. Base Support Required. As a minimum, the installation commander must be willing to:

a. Appoint an active duty US officer to assist in establishing the squadron and provide liaison between the

base and the unit. If the officer is also serving as the CAP unit commander, it is not necessary to appoint an additional liaison officer.

b. Provide meeting facilities and office equipment as necessary for the conduct of the program.

c. Recommend a commander when required. As squadron commanders are transferred, installation commanders will recommend replacements. To retain the squadron charter, an acceptable commander must be identified in accordance with paragraph 3b above.

5. Membership Restrictions. Membership in overseas squadrons will be restricted to those individuals meeting the membership eligibility requirements of CAPM 39-2, *Civil Air Patrol Membership*, and are covered under the provisions of the Status of Forces Agreement (SOFA).

6. Membership Dues. Current national dues for overseas members can be obtained by contacting HQ CAP/DP, 105 South Hansell Street, Maxwell AFB AL 36112-6332, (334) 953-7748 or DSN 493-7748.

7. Limitations. Overseas squadrons will be granted limited charters having all the privileges and benefits of the regular CAP program with the following exceptions:

a. There will be no emergency services mission and no CAP corporate aircraft assigned.

b. There will be no CAP authorized flying activities except for cadet orientation rides on military aircraft or U.S. military aero club flights. Cadet orientation flights at military aero clubs will be performed in accordance with CAPM 50-16, *CAP Cadet Training Program*, applicable portions of CAPR 60-1, *CAP Flight Management*, and appropriate military aero club regulations. Military aero club flights will be accomplished using the current CAPF 77, *Cadet Flight Orientation Program Syllabus*.

c. Squadron activities will be conducted within the confines of the military installation. Exceptions are field trips, educational tours, or recreational activities off base. Squadrons may also participate in activities with the host country, surrounding countries, or another military installation, provided there is no conflict with other CAP regulations and SOFA requirements. When in doubt, the base USAF liaison officer will ensure there are no SOFA conflicts.

d. Uniforms may be restricted to the installation at the option of the base commander. The CAP jumpsuit or appropriate civilian clothing may be authorized in lieu of

the uniform. If the uniform is appropriate for any off-base activity, prior written permission from the base commander will be required to ensure no SOFA conflicts.

e. Transmitting radio frequencies will not be authorized. However, there is no objection to simulator training if the equipment and an instructor are available.

f. Overseas airlift will not be scheduled or coordinated by National Headquarters. Members desiring to participate in stateside activities must provide their own transportation to the activity site or to the Continental United States (CONUS) pickup point for the activity.

g. Overseas squadron members are not eligible to participate in the National Cadet Competition.

h. Overseas members who have earned Cadet or Senior of the Year Awards must provide their own transportation to the appropriate CONUS pickup point for further transportation to the National Board. If the member cannot attend National Board, the ranking officer at the overseas installation will present the award.

8. Organization. Since overseas units do not fall within the purview of currently authorized CAP wings and regions, they will operate directly under National Headquarters. The chain of command will be from the squadron to the National Headquarters Directorate of Personnel (DP). However, squadrons are authorized to correspond directly with the appropriate functional office at National Headquarters on routine administrative matters.

9. Approval Authority for Administrative Actions. The commander of the overseas squadron can approve any action normally initiated or approved by a CAP wing commander. Administrative actions normally approved by a region or National Headquarters will be directed to the appropriate office at National Headquarters.

10. Liaison and Control. The duties of the USAF officer appointed by the installation commander to provide liaison between the base and the CAP squadron are to:

a. Monitor the unit's progress and assist in solving problems.

b. Screen and freeze Department of Defense (DoD) excess property as outlined in Section D.

c. Review the quarterly reports required by National Headquarters and take actions as appropriate.

d. Keep the installation commander informed concerning CAP activities and progress of the unit.

11. Quarterly Reports. Every quarter, overseas units are required to submit a narrative report on the unit's progress and problems. Reports should arrive at HQ CAP/DPM no later than 30 days after the due dates of 31 March, 30 June, 30 September, and 31 December. An information copy should be forwarded to the USAF liaison officer and the installation commander.

SECTION B – THE CADET PROGRAM

12. General. The Cadet Program will be administered in accordance with CAPM 50-16.

13. Study Materials. Each cadet will receive the necessary study materials for Phases I and II of the Cadet Program from the CAP Bookstore when National Headquarters processes the cadet's membership application. Additionally, each new squadron will receive, free-of-charge, five packets for use by new cadets until their own materials arrive. When the cadet's first package arrives, it will be used to replace the packet drawn from the squadron library. After the initial issue, any library packets lost or destroyed will be replaced at the squadron's expense.

14. Special Activities. Cadets may apply for regional or national special activities in the CONUS (except National Cadet Competition) with the understanding that they will be responsible for their own transportation to the activity site or to the appropriate CONUS pickup point for the activity. Applications for region activities should be addressed to the appropriate region headquarters. Requests for national activities should be addressed to the National Headquarters Cadet Programs Office (HQ CAP/CP) in accordance with published instructions.

SECTION C – THE SENIOR TRAINING PROGRAM

15. General. Since the purpose of overseas units is providing wholesome activities for dependent youth overseas, the senior training program will be conducted primarily in support of the Cadet Program. However, senior members may apply for ECI courses and complete as much of the CAP Training Program as possible. The program will be administered in accordance with CAPR 50-17, *CAP Senior Member Training Program*.

a. **Senior Member Handbooks.** New senior members will automatically receive a senior member handbook from the CAP Bookstore when National Headquarters processes their membership application.

b. **Level I and Cadet Protection Training.** All seniors must receive Cadet Protection and Level I Training.

16. Senior Member Activities. Senior members may apply for region or national special activities in the CONUS with the understanding that they will be responsible for their own transportation to the activity site or to the appropriate CONUS pickup point for the activity. Applications for region activities should be addressed to the appropriate region headquarters. Requests for national activities should be addressed to the appropriate National Headquarters office in accordance with published instructions.

SECTION D – USE OF DEPARTMENT OF DEFENSE (DoD) SURPLUS PROPERTY

17. General. Air Force support of CAP is provided for by Public Law, 10 U.S.C. 9441. AFI 36-5001 outlines Air Force activities established to support CAP.

18. Acquisition Procedures. Overseas units wishing to acquire DoD excess property through a Defense

Reutilization and Marketing Office (DRMO) will use the following procedures:

a. The unit's USAF liaison officer will be the screening officer. The installation commander must submit the officer's name, rank, and serial number to HQ CAP-USAF/LG.

b. HQ CAP-USAF/LG will forward a letter to the appropriate DRMO naming the individual as authorized to screen, freeze, and pickup excess DoD equipment from the facility.

c. The CAP unit commander will submit a list of items desired to the liaison officer.

d. When the requested item(s) are located, the screening officer will accomplish DD Form(s) 1348-1, *DoD Single Line Item Release/Receipt Document*, and forward them to HQ CAP-USAF/LG.

e. HQ CAP-USAF/LG will forward approved forms to the appropriate DRMO.

f. The DRMO will notify the liaison officer when the property is available for pickup.

g. The liaison officer will sign for the property and ensure its accountability is transferred to CAP as outlined in CAPM 67-1, *CAP Supply Manual*. Copies of completed documentation will be forwarded to HQ CAP-USAF/LG. **NOTE:** Excess DoD property must be accounted for at all times.

19. Disposal Procedures. When excess DoD property is no longer required, the CAP unit will return it to the local DRMO. A copy of the DD Form 1348-1 and the issuing CAP form will be forwarded to HQ CAP-USAF/LG. Under no circumstance will any excess DoD property be sold.



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SUMMARY OF CHANGES

This revision changes the active-duty rank requirement for unit commanders to tech sergeant and above; removes the restriction for members from overseas units participating in IACE; adds additional guidance for cadet orientation rides; generally updates the publication.

NOTE: Bars in the margins identify updated information.