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SECRETARY OF THE AIR FORCE**



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**Operations**

**ORGANIZATION AND FUNCTION  
OF THE CIVIL AIR PATROL**

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This instruction implements AFD 10-27, *Civil Air Patrol*. It explains the organization and function of the Civil Air Patrol (CAP). This instruction details the procedures, standards, and responsibilities of Air Force organizations that support and employ CAP. It applies to all Air Force personnel and organizations. This publication applies to the Air National Guard.

**SUMMARY OF CHANGES**

| A bar ( | ) indicates a revision from the previous edition.

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## Chapter 1

### GENERAL OVERVIEW AND RESPONSIBILITIES

The Civil Air Patrol (CAP) is a Federally chartered non-profit corporation that may be utilized as a civilian volunteer auxiliary of the Air Force. The Secretary of the Air Force (SECAF) can employ the services of CAP in lieu of or to supplement Air Force resources to fulfill the non-combat programs and missions of the Air Force. Such services may include Air Force-assigned missions (AFAMs) in support of homeland security operations, consequence management, support to civilian law enforcement, and other civil support. Certain CAP cadet and aerospace educational programs may also be approved and assigned as Air Force non-combat missions. When performing Air Force-assigned programs and missions, CAP assets function as an auxiliary of the Air Force. CAP is not authorized to perform AFAMs outside of the territories of the United States and the Commonwealth of Puerto Rico without specific authorization. Refer to Appendix 1 for the history and organization of the Civil Air Patrol.

**1.1. Capabilities.** CAP conducts three primary programs: emergency services and civil support, aerospace education, and a cadet program. CAP may conduct emergency service and civil support activities as a corporation or when approved and assigned by the SECAF (or the designee), as an auxiliary of the Air Force. As a general rule, Aerospace Education and Cadet Program activities are not AFAMs.

**1.1.1. Emergency Services and Civil Support.** CAP maintains the capability to meet Air Force requirements to assist Federal, state, and local agencies and non-governmental organizations during routine and emergency situations. This capability includes aircraft, vehicles, communications equipment and a force of trained volunteers. The Air Force may utilize CAP to support law enforcement agencies in accordance with applicable laws and regulations, including AFI 10-801, *Assistance to Civilian Law Enforcement Agencies*, DoDD 5525.5, DoD Cooperation with Civilian Law Enforcement Officials, the Posse Comitatus Act (18 U.S.C., § 1385), and Chapter 18 of Title 10, United States Code (10 U.S.C. Chapter 18). The emergency services program of CAP is the primary mechanism by which CAP supports the Air Force in accomplishing Air Force non-combat missions. CAP also maintains the capability to respond to requests from non-governmental organizations (NGOs), state, and local authorities in its capacity as a corporation.

**1.1.1.1. Aircraft.** The Air Force provides CAP with a fleet of over 550 aircraft, the majority being Cessna 172 and 182 high-wing single engine light aircraft most commonly used in general aviation for primary flight instruction and recreational flying. These types of aircraft are well suited for the kinds of flying associated with aerial damage assessment, courier operations and search and rescue. These aircraft constitute the primary method of support by CAP during national, regional, or local emergencies or major disasters. CAP also has access to several thousand member-owned aircraft, many being of the same or similar types as CAP-owned aircraft that can be called upon as part of the CAP aircraft resources, when made available by their owners.

**1.1.1.2. Sensors.** CAP employs a variety of sensors to provide aerial imagery on demand. CAP Mission Observers utilize high definition digital cameras to capture detailed photographs from a variety of angles. The Satellite Digital Imagery System (SDIS) is a digital airborne link that allows the observer to download and forward aerial data directly to the customer in near-real time. An emerging Hyper-Spectral Imaging (HSI) capability will further CAP's search and rescue and homeland security efforts.

1.1.1.3. **Vehicles.** The Air Force provides CAP with a fleet of over 900 vehicles, the majority being passenger vans, pickup trucks, and sedans. These vehicles are most suited for light transportation of personnel and equipment, mobile communications units, and ground damage assessment. Many are equipped with radios able to communicate with CAP aircraft.

1.1.1.4. **Communications.** With Air Force support, CAP maintains a nationwide communications capability including high frequency (HF), very high frequency (VHF) AM, and VHF-FM (fixed, mobile, and repeater systems). CAP operates national, regional, and local communications networks to provide appropriate levels of connectivity during national, regional, or local emergencies or major disasters. The size and composition of the CAP communications network enables it to withstand damage from natural or man-made disasters and continue to operate as a viable communications system.

1.1.1.5. **Personnel.** The CAP membership constitutes a trained force of personnel capable of responding to national, regional, or local emergencies or major disasters. Appendix 1 describes the CAP grade structure. CAP personnel are divided into two categories: volunteer cadet members (aged 12 –17) and volunteer senior members (aged 18 and older). CAP senior members are the primary personnel to respond to emergencies or disasters. The senior member training program integrates specialty training, command and staff experience, leadership, and management education into a progressive program that prepares the CAP civilian volunteers to render assistance to local, state, or Federal government, or the armed forces during emergencies or disasters and assistance to the Air Force in accomplishing non-combat programs and missions on an ongoing basis. CAP cadets are an additional source of personnel that can augment senior members in responding to emergencies or disasters. A paid support staff assists CAP volunteers.

1.1.2. **Aerospace Education.** CAP conducts aerospace education programs-- similar to Air Force "air and space" programs-- for both adult and cadet members (Internal), and the general public (External) with the purpose of educating the public on the value and importance of aviation and maintaining aerospace supremacy.

1.1.2.1. **Internal Program.** The CAP internal program is an integral part of most CAP cadet and senior activities. The program promotes an understanding of flight, military and civilian aviation, aircraft and space vehicle power plants, navigation, weather, and air traffic control. The program emphasizes the social, political, and economic impacts of aerospace.

1.1.2.2. **External Program.** The CAP external program is primarily oriented toward the public school system. CAP provides teachers with a broad general knowledge of aerospace activities and promotes ideas to incorporate aerospace education into school curricula. This is accomplished through workshops that provide educational material, speakers, orientation flights, and scholarships.

1.1.3. **Cadet Program.** The CAP cadet program originated in World War II when CAP was established as a preparatory program for the Army-Air Force Aviation Cadet Program. The CAP cadet program motivates American youth to become responsible citizens through aviation-centered activities that emphasize aerospace education, leadership skills, physical fitness, and values education while simultaneously providing services to the Air Force and the local community, state, and nation. The CAP cadet program provides support to the Air Force by introducing American youth to opportunities and careers in the Air Force and providing a drug demand reduction program to Air Force Installations near CAP cadet squadrons.

1.1.3.1. **Achievement Program.** The CAP cadet program consists of a series of achievements in four phases. Each achievement is designed to bring attention to CAP and aeronautical accomplishments. Specific requirements in aerospace education, leadership skills, physical fitness, and values education must be accomplished before a cadet receives credit for each achievement. Written and performance tests must be accomplished for each achievement and comprehensive tests must be accomplished to receive credit for completing three of the four phases. As cadets complete the various requirements of the program, they receive promotions and presentations of ribbons and certificates.

1.1.3.2. **Activities.** The CAP cadet program conducts a variety of local, state, regional, and national level activities designed to provide cadets with exposure to general aviation, flight training, aerospace careers, and further academic achievement. These activities enhance CAP's image in the public and serve as an incentive for the cadet to seek greater participation in the cadet program.

1.1.3.3. **Drug Demand Reduction.** The CAP Drug Demand Reduction (DDR) Program is a component of the CAP Cadet program. The CAP DDR program promotes and supports education, community involvement, social responsibility, and respect for individuals. The DDR program supports the "Air Force Family" by involving family members of Air Force personnel through cadet membership in CAP units within 30 miles of Air Force Installations.

#### 1.1.4. **Additional Capabilities.**

1.1.4.1. **Chaplains.** Under 10 U.S.C. § 9446, the Secretary of the Air Force may use the services of CAP chaplains in support of the Air Force active duty and reserve component forces. CAP chaplains who meet the same educational requirements as Air Force Chaplains and are approved in writing by their religious bodies may perform volunteer chaplain duties for the Air Force. Volunteer duties assigned to CAP chaplains by an active duty Air Force Wing Chaplain or higher authority, pursuant to AFI 52-101, *Planning and Organizing*, and paragraph 2.2.10. of this Instruction, qualify as AFAMs. Wing Chaplains should notify CAP-USAF when chaplain services are used to ensure visibility of these activities.

1.1.4.2. **Critical Incident Stress Management (CISM).** CAP personnel who meet Critical Incident Stress Management (CISM) qualifications as set forth by the Air Force may be assigned to provide stress management services in support of AFAMs. Prior to assigning CAP personnel to provide CISM services in support of an AFAM, Wing or higher SG must approve CAP participation in such CISM activities in accordance with AFI 44-153, *Critical Incident Stress Management* or AFI 52-104, *Chaplain Service Readiness*.

**1.2. CAP Status as an Auxiliary of the Air Force.** Title 10, USC § 9442 identifies CAP as an auxiliary of the Air Force when carrying out a mission assigned by the SECAF to provide services to any department or agency in any branch of the Federal government, including the Air Force. CAP is deemed to be an instrumentality of the United States while carrying out missions assigned by the Secretary.

1.2.1. **Non-combat Missions.** Non-combat missions are tasked to the Air Force by statute, regulation, or higher authority and do not involve actual combat, combat operations, or combat training. The Air Force, in lieu of or to supplement using Air Force resources to accomplish these missions, can use the services of CAP. CAP may provide limited combat training support such as radar calibration and simulating aerial targets.

1.2.2. **Air Force Assigned Missions (AFAMs).** Non-combat missions, when authorized and assigned to CAP by the SECAF, or the designee, are deemed to be AFAMs. All AFAMs will be flown under military command and control, generally at the operational level. In some instances, the Air Force will exercise general tactical control (TACON) of CAP assets and personnel during the performance of AFAMs. The Air Force agency that approves the mission, on behalf of the Secretary and in accordance with **Table 2.1.** of this instruction, will exercise command and control.

1.2.3. **Workers' Compensation.** When performing AFAMs, CAP members (aged 18 and older) are covered by the Federal Employees' Compensation Act (FECA) for injuries or death during the performance of duty. "Performance of duty" means only active service, or travel to and from service, rendered in performance or support of operational missions under direction of the Air Force and under written authorization by competent authority covering a specific assignment and prescribing a time limit for the assignment (*see* 5 USC 8141(b)(4)).

**1.3. Status of CAP Personnel.** CAP is not a military service and its members are not subject to the UCMJ. CAP members voluntarily perform Air Force-assigned missions. CAP membership does not confer upon an individual any of the rights, privileges, prerogatives or benefits of military personnel, active, reserve, or retired. While CAP is not a military service, it uses an Air Force-style grade structure and its members may wear Air Force-style uniforms when authorized. Air Force protocol requirements do not apply to CAP members.

1.3.1. **CAP Grade.** CAP uses military style grade for its membership at the discretion and approval of the Air Force. CAP officer or noncommissioned officer grade does not confer commissioned or noncommissioned officer status. CAP personnel have no authority over members of the armed forces. CAP members who are active, reserve, and retired members of the armed forces will be treated according to their CAP status when acting in a CAP capacity. The Air Force has authority over the CAP grade structure.

1.3.2. **Uniform Wear and Personal Appearance.** CAP members are authorized to wear CAP or Air Force-style uniforms in accordance with CAP regulations (civilian clothing may be worn when specific missions dictate). The Air Force controls the configuration of the Air Force-style uniform worn by CAP members.

1.3.3. **Grooming Standards.** CAP members that choose to wear the Air Force-style uniform must maintain weight, appearance, and grooming standards comparable to the Air Force. Variations in these standards are subject to Air Force approval. CAP ensures that all members wearing Air Force-style uniforms adhere to these standards. CAP senior members who do not meet these standards are restricted from wearing the Air Force-style uniform but are not barred from membership or active participation in CAP. In these circumstances the senior members may only wear authorized CAP uniforms, or civilian attire as appropriate.

1.3.4. **CAP Distinctive Uniforms and Insignia.** The emblems, insignia, and badges of the CAP Air Force-style uniform will clearly identify an individual as a CAP member at a distance and in low-light conditions. The Air Force must approve changes to the CAP Air Force-style uniform. CAP distinctive uniforms must be sufficiently different from U.S. Armed Forces uniforms so that confusion will not occur.

1.3.5. **CAP ID Card.** CAP members carry an ID card identifying them as members of the organization. CAP ID cards must meet Air Force standards and are considered a uniform item subject to the



same approval process as other parts of the CAP uniform. The CAP ID card must be sufficiently different from U.S. Armed Forces ID card that confusion will not occur. The CAP ID card will not allow access to government facilities or other agencies and is not a government identification card. CAP ID cards do not qualify for Federal Aviation Administration identification requirements concerning pilot certificate privileges. Each installation commander is responsible for determining the amount of access, if any, which will be afforded to CAP personnel. However, the ID card will facilitate the identification of an individual as a member of the CAP.

1.3.6. **Security Clearances.** Air Force-assigned missions may require CAP personnel to have a security clearance. The requesting agency will determine security clearance requirements for their mission. CAP members are eligible to apply for a security clearance but are not required to obtain one. The Air Force will validate the number and levels of security clearances needed to meet Air Force assigned-mission requirements. CAP members who have a valid and current DoD clearance from military or government service may use them when performing AFAMs.

**1.4. Air Force Authority and Control.** By law, the SECAF, or his designee, may regulate and impose limitations on CAP.

1.4.1. **Conduct of Air Force Assigned Missions.** The Air Force has authority over the conduct of all AFAMs, including the authority to extend, modify, suspend, and/or terminate such missions.

1.4.2. **Resources.** The Air Force will regulate CAP's use of federally provided resources only to the extent that the Air Force has responsibility for such resources. The Air Force has the authority to stop CAP's receipt of Federal funds, pursuant to any statute, regulation, the Cooperative Agreement, or the Statement of Work.

1.4.3. **CAP Corporate Activities.** The Air Force will usually only regulate and oversee those corporate activities that are supported by appropriated funds, use assets procured with appropriated funds, or involve matters where CAP's activities could give the appearance of endorsement of the action by the Air Force or could be detrimental to the Federal government.

1.4.4. **Regulations.** The Air Force, through CAP-USAF/CC, has authority to review and approve CAP's corporate regulations, policies, plans, and programs that govern Air Force-assigned missions and CAP's use of Federally-provided resources, prior to implementation by CAP. CAP regulations, policies, plans, and programs shall not be construed as authority to conduct missions not otherwise authorized under this Instruction or to deviate from procedures set forth herein.

**1.5. Actions on Military Installations.** When on military Installations or other government facilities, CAP personnel will adhere to the regulations and policies of the Installation or facility. Installation or facility commanders may remove or bar entry of individual CAP members in accordance with established procedures.

**1.6. CAP Responsibilities to the Air Force.** With Air Force assistance and oversight, CAP is responsible for ensuring that it can carry out Air Force-assigned missions.

1.6.1. **General CAP Responsibilities.** With Air Force assistance and oversight, CAP is responsible for developing CAP regulations, policies, plans, and programs to govern the safety, training, qualification, conduct, and performance of all CAP personnel in the accomplishment of Air Force-assigned missions.

1.6.2. **Training to Perform Air Force-Assigned Missions.** To ensure mission capability, CAP maintains an Air Force-approved training program that provides a sufficient number of qualified personnel to perform Air Force-assigned missions effectively.

**1.7. Cooperative Agreement between CAP and the Air Force.** The Air Force will use a Cooperative Agreement (CA) and accompanying Statement of Work (SOW) to define the working relationships between Air Force and CAP. The Cooperative Agreement may be modified, renewed, renegotiated, or terminated by either the Air Force or CAP in accordance with the DoD 3210.6-R, *Department of Defense Grant and Agreement Regulations* (DoDGARs).

**1.8. Air Force Policy and Oversight.** The following organizations are responsible for establishing policy and providing advice, liaison, and oversight of CAP.

1.8.1. **Secretary of the Air Force.** SAF/MR, on behalf of the Secretary of the Air Force, is responsible for strategic guidance, policy direction, and oversight of all matters that pertain to the formulation and review of Air Force plans, policies, programs, and budgets affecting the CAP.

1.8.2. **Headquarters Air Force.** USAF/XO, on behalf of the Secretary of the Air Force and the Air Force Chief of Staff, is responsible for overall execution of Air Force plans, policies, programs, and budgets affecting CAP, including assisting in policy development, developing and implementing instructions and regulations, resource advocacy, and Air Force support. USAF/XO signs and approves Memoranda of Understanding between the Air Force and other departments and agencies of the Federal Government for the use of CAP assets. USAF/XOS-HA serves as the primary Headquarters Air Force office for CAP matters.

1.8.3. **Air Education and Training Command (AETC).** AETC will have the principal MAJCOM-level responsibility for policy, resource advocacy, and oversight of Air Force support to CAP. AETC will serve as the MAJCOM level force provider of CAP to Combatant Commanders for Civil Support. HQ AETC, through HQ AU, will provide administrative, legal, and programmatic support and staff assistance to CAP-USAF.

1.8.3.1. **AETC/LGC.** AETC/LGC, in consultation with AF/XOS, approves, and takes all other appropriate actions with respect to the CA, consistent with applicable statutes, program guidance and/or directives.

1.8.3.2. **Grants Officer.** AETC/LGC will assign a Grants Officer to execute the CA through the Contracting Division of the Logistics Directorate. The Grants Officer will administer the CA and SOW in accordance with DoDGARs. The Grants Officer will send informational copies of all modifications to the CA and SOW to USAF/XO.

1.8.3.2.1. **Minor Modifications.** The Grants Officer is the Air Force approval authority for minor modifications to the CA and SOW. Prior to approval, all minor modifications must be coordinated with and approved by CAP-USAF/CC and AETC/LG. CAP-USAF/CC and AETC/LG will obtain appropriate legal reviews. An example of a minor modification may be a modification allowing CAP to execute an established CAP mission for a different Federal agency. Recurring annual continuations to the CA and SOW are generally considered minor modifications.

1.8.3.2.2. **Substantial Modifications.** The Grants Officer, through AETC/LG, must secure the concurrence of USAF/XO (with appropriate legal review), SAF/GCM (including coordi-

nation with other offices within SAF/GC, as appropriate) and SAF/FM prior to approving substantial modifications to the CA and SOW. Substantial modifications include authorizations for CAP activities that constitute any significant departure from the procedures set forth in this Instruction, the CA, or SOW. Substantial modifications also require the approval of CAP.

1.8.3.3. **Budget Approval Process.** AETC/CC (or the designee at AETC), is responsible for approving the CAP financial plan and unfunded requirements list. AU/CC, when acting as AETC/ED, Director of Education, following a line-item review of the CAP budget, may authorize funding for the CAP cadet program and the CAP aerospace education program on behalf of the SECAF, in accordance with 10 USC §9444 (b)(11)(B) and (b)(12). (See also paragraphs 3.6.3.1.2. and 3.6.3.2.).

1.8.4. **Air University (AU).** AU will have Numbered Air Force (NAF) level command responsibility for policy, resource advocacy, and oversight of Air Force support to the CAP. Air University Public Affairs (PA) supports CAP Strategic Communications in the dissemination of routine Air Force-related CAP press releases to all Air Force news organizations as well as the national mainstream media.

1.8.5. **Civil Air Patrol – United States Air Force (CAP-USAF).** CAP-USAF is responsible for ensuring that CAP is organized, trained, and equipped to fulfill Air Force-assigned missions. CAP-USAF provides day-to-day support, advice and liaison to CAP, and provides oversight for CAP programs, with particular emphasis on safety and programmatic requirements. CAP-USAF personnel will be the primary functional interface between other Federal agencies and the CAP. CAP-USAF is the Air Force approval authority for CAP training missions that are performed as Air Force-assigned missions. For Joint tasking purposes only, CAP-USAF/CC has day-to-day Operational Control (OPCON) of CAP. CAP-USAF is responsible for reviewing CAP's annual budget and program submission and making recommendations through AU/FM or AU/XP to AETC. The CAP-USAF/CC will make a recommendation to AETC concerning funds for the CAP cadet program and the CAP aerospace education programs. CAP-USAF is the Air Force program office for the Cooperative Agreement and Statement of Work. The CAP-USAF/CC is the program manager.

1.8.6. **Air Force Auxiliary Board.** The Air Force Auxiliary Board (AFAB) is the primary Headquarters Air Force level body to address issues requiring cross-functional expertise. The Director of Strategic Security, Office of the Deputy Chief of Staff for Air and Space Operations (AF/XOS) will act as board president. The membership will include a director level (O-6 or equivalent) representative of each Air Staff two-letter, the Grants Officer and the CAP-USAF/CC.

1.8.7. **Board of Governors.** The CAP Board of Governors is the governing body of the Civil Air Patrol Corporation. The Board of Governors is composed of eleven members, four are appointed by the Secretary of the Air Force. The BOG is responsible for the effective, efficient and proper management of the corporation, subject to requirements of law and Federal regulation, including such regulations as may be prescribed in Air Force Policy Directives and Instructions pertaining to CAP. Further description of the CAP Board of Governors is contained in AFI 10-2702, *Board of Governors of the Civil Air Patrol*.

1.8.8. **Air Force Installation Responsibilities.** Air Force Installations that use CAP to accomplish their respective non-combat missions of the Air Force will coordinate regulations, policies, plans, and programs for use of CAP with the CAP-USAF/CC.

**1.9. Air Force CAP Program Manager.** As the program manager, CAP-USAF Commander is responsible for:

1.9.1. The overall program definition, evaluation, and day-to-day monitoring of the execution of the program. The Program Manager establishes measures of program performance.

1.9.2. Functional interface between other Federal agencies and the CAP, including developing Memoranda of Understanding (MOU) or Memoranda of Agreement (MOA) with other Federal agencies. The program manager is not authorized to enter into or sign such agreements on behalf of the Air Force. USAF/XO is the signature authority for these agreements.

1.9.3. Safety oversight of CAP activities, with particular emphasis on flying operations. The CAP-USAF/CC has the authority to temporarily suspend operations at his discretion. This authority may be delegated to subordinate commanders.

1.9.4. Review and coordination on all CAP regulations and instructions to ensure compliance with this Instruction, the CA, the SOW, and the responsibilities of the CAP to the Air Force. CAP USAF/CC, or higher authority, may disapprove any or all portions of such regulations and instructions that are inconsistent with Federal interests, including inconsistencies with this Instruction, the CA, the SOW, and the responsibilities of the CAP to the Air Force.

1.9.5. Review and coordination on all CAP Corporate MOUs, MOAs, LOAs, or any other formal agreement with state and local agencies which involve use of Federally provided resources. Although not a party to these agreements, CAP-USAF will review these agreements prior to signing and CAP-USAF/CC, or higher authority, may disapprove any or all portions of such proposed agreements that are inconsistent with Federal interests.

1.9.6. Consultation with the Grants Officer if CAP cannot meet the criteria for advance payments.

1.9.7. Approval of the disposition of CAP equipment that was procured through Federal agencies or purchased with Federal funds.

**1.10. Records Management.** Records created and received by Air Force entities in support of CAP must be managed under the Air Force records management program (AFI 33-322, *Records Management Program*) criteria and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

## Chapter 2

### AIR FORCE USE OF THE CIVIL AIR PATROL

The Air Force may utilize CAP units and personnel in fulfilling selected non-combat programs and missions of the Air Force. Missions assigned by the Secretary of the Air Force, or the designee, to the CAP must be identified and referred to as AFAMs in advance of mission execution. AFAMs may support non-combat programs and organizational functions.

**2.1. Objective.** The Air Force may employ CAP resources to assist the Air Force, Department of Defense and other Federal agencies. Under certain circumstances, the SECAF, or the designee, may assign CAP assets to provide assistance to state or local agencies and non-governmental organizations (NGOs). Examples include: search and rescue, consequence management, homeland security operations, and civil support. By using CAP to perform these missions, Air Force units, personnel, and resources are available to perform other Air Force missions. In addition, because of the types of aircraft and equipment it employs, CAP may be able to perform the mission at a lower cost than comparable Air Force units and therefore may present a more cost effective way for Air Force units to accomplish their non-combat programs and missions.

**2.2. Air Force Assigned Missions (AFAMs).** The Air Force may only use the services of CAP to perform non-combat programs and missions. Coordination and approval of these missions is accomplished, on behalf of the SECAF, in accordance with **Table 2.1.** of this Instruction. The designated approval authority must first determine if a given mission involves the potential for combat, combat support, or combat training. Prior to assigning any mission to CAP, the approval authority must be satisfied that the mission involves strictly non-combat activities (which may include selected combat training support which does not have the risks associated with combat.) At no time may CAP resources be placed in situations of risk analogous to combat operations. CAP will not execute AFAMs outside the United States and the Commonwealth of Puerto Rico unless specifically authorized. The following is a non-exhaustive list of the types of non-combat missions that the SECAF, or the designee, may assign to CAP:

**2.2.1. Homeland Security Operations.** CAP may be assigned to respond to requests for homeland security missions in support of the Air Force, including but not limited to missions in support of critical infrastructure protection and "presence missions." Such missions may include the use of airborne reconnaissance using visual observation and imagery.

**2.2.2. Search and Rescue/Disaster Relief.** CAP may be assigned to respond to requests for emergency services submitted to the Air Force from other Federal agencies, or from state or local governmental authorities, or from NGOs. These services include, but are not limited to, search and rescue (SAR) and disaster relief (DR). CAP conducts air/ground SAR and DR operations in response to man-made events or natural disasters. SAR operations are normally requested through the Air Force Rescue Coordination Center and/or other DOD joint rescue coordination centers, require Air Force approval, and are carried out under Air Force authority. DR operations may include reconnaissance of impacted areas, airlift of high-priority cargo or personnel, communications relay, and public affairs support. DR operations are normally requested through the Air Force National Security Emergency Preparedness Center (AFNSEP).

**2.2.3. Support to Law Enforcement.** CAP may be assigned to respond to requests for assistance submitted to the Air Force by civilian law enforcement agencies. All such requests will be reviewed

for compliance with applicable laws and regulations, including 10 USC Chapter 18, the *Posse Comitatus* Act, DoDD 5525.5, and AFI 10-801 by the appropriate Air Force authority (under [Table 2.1.](#)) in coordination with its legal staff and will not be approved unless they comply. Examples of typical law enforcement support may include aerial reconnaissance, transportation of law enforcement personnel, and operation of equipment in order to facilitate communications.

**2.2.3.1. Counter Drug Activities.** AFAMs may include limited counter-drug missions as authorized by Section 1004 of the Fiscal Year (FY) 1991 National Defense Authorization Act as amended and restated in FY 2002.

**2.2.3.2. Prohibited Activities.** CAP will not participate in the interdiction of vehicles, vessels, or aircraft or in a search, seizure, arrest, apprehension, surveillance, pursuit, or similar activity.

**2.2.4. Combat Training Support.** CAP may be assigned to perform certain services in support of combat training, such as aerial target missions, radar calibration, and communications. CAP will not participate in actual combat training.

**2.2.5. Range and Airspace Surveys.** CAP may be assigned to inspect military special use ranges and airspace for safety hazards. Missions include, but are not limited to, surveys of low-level routes, air-to-ground weapons range restricted areas, military operating areas, or the Air Force Thunderbird show line surveys. Military personnel such as Airspace Managers may fly on these missions. Missions may also include border and port surveys.

**2.2.6. Orientation Flights in CAP Aircraft.** CAP may be assigned to conduct powered and non-powered orientation flights to be flown by CAP pilots for CAP, JrROTC, and AFROTC cadets. These flights are consistent with the Air Force missions and objectives of Community Outreach and Diversity in Operations. Like all other AFAMs, orientation flights must be specifically approved and assigned to CAP in advance by the Air Force. Approval of new programs will be by AF/XO, or higher Air Force authority after consultation with AETC. Once a program has been approved by appropriate authority, individual missions may be approved by CAP-USAF/CC. These CAP orientation flights are distinct from the Air Force orientation flights described in paragraph [3.13.](#) of this Instruction.

**2.2.7. Light Airlift.** CAP may be assigned to transport priority personnel and cargo. These missions may be flown under any of the approved mission categories supporting operational missions and provide prudent cost effective support. For example, CAP may provide support to the AETC Mid-Air Collision Avoidance (MACA) Program by transporting Flying Safety Officers to outlying civil airfields. CAP will not be used to support transportation to routine meetings and conferences.

**2.2.8. Public Affairs Support.** Public affairs support may also be provided by the CAP. PA support flights will be approved in accordance with [Table 2.1.](#)

**2.2.9. Communications.** CAP may be assigned to employ its nationwide communications capability for Air Force or National Agency mission support to include high frequency (HF), very high frequency (VHF) AM, and VHF-FM (fixed, mobile, and repeater) systems. CAP operates its national, regional, and local communications networks to provide appropriate levels of connectivity during national, regional, or local emergencies or major disasters.

**2.2.10. Chaplain Assistance.** CAP chaplains may provide direct volunteer assistance to an Air Force Wing Chaplain in accordance with AFI 52-101, *Planning and Organizing*. Under these unique circumstances, the requesting Wing Chaplain may approve an AFAM as reflected in Note 1 of [Table 2.1.](#)

of this Instruction. Wing Chaplains should notify CAP-USAF when chaplain services are used to ensure visibility of these activities.

**2.2.11. Training Missions.** CAP may perform training missions to prepare its members to execute AFAMs. Normally, only training missions that are necessary to prepare CAP members to perform specialized or unique Air Force non-combat missions may be approved as AFAMs. However, when necessary to meet specific Air Force requirements, training missions may include proficiency and upgrade training and upgrades to FAA airmen's ratings. CAP-USAF/CC is the approval authority for CAP training missions when they are performed as AFAMs. Such training missions may only support training requirements for AFAMs and will not be combined with other CAP activities (including corporate activities). Exceptions require the express approval of the CAP-USAF/CC or higher Air Force authority.

**2.2.12. Missions in Support of Air Force Organizational Functions.** The SECAF, or the designee, may assign tasks to support certain "organizational function" missions to CAP as AFAMs. These organizational functions develop and sustain the Air Force and include the following activities:

2.2.12.1. Support to accessions and recruiting.

2.2.12.2. Support to training and education.

2.2.12.3. Support to testing and evaluation.

**2.2.13. Mission Base Activities.** When conducting AFAMs, CAP may establish Mission Bases as required to support localized control of CAP resources. Mission Bases may use established or temporary facilities. Mission Base personnel will execute support activities for AFAMs such as sortie tracking, logistics, communications, finance, and administration. Personnel serving at Mission Bases actively supporting AFAMs missions may be approved as executing AFAMs.

**2.2.14. Other Missions.** CAP may perform other AFAMs when properly authorized and assigned by the SECAF or the designee. Examples may include: assisting at forward incident centers, filling sandbags, and providing logistic support to emergency workers.

**2.3. Employment Priority.** Because CAP may perform services for state and local authorities in its corporate capacity, it is possible that CAP may receive requests for assistance from both the Air Force and state or local agencies simultaneously. AFAMs take priority over all other CAP activities.

**2.4. Use of CAP by Air Force Commanders.** CAP is a cost effective force multiplier. Air Force commanders are encouraged to request that CAP conduct missions that are within CAP's capability to perform. Commanders must ensure funds are available to reimburse CAP for requested services before the mission is approved.

**2.4.1. Employment Requests.** A military commander who desires CAP support must make the request to the appropriate approval authority shown in [Table 2.1](#). The commander must provide the purpose and scope of CAP activity, identify the participating CAP wing(s), specify the date and time of mission start and its expected length, provide the point of contact for CAP mission coordinator, and provide a fund cite covering reimbursable expenses. The approval authority will provide the Air Force mission number constituting written authority for the mission.



2.4.2. **Command and Control.** While performing AFAMs, the Air Force will maintain control over CAP directly, through the Air Component Commander or through the requesting Air Force organization, as determined by the Air Force.

2.4.3. **Media Releases.** The commander utilizing the services of CAP is responsible for releasing information to the news media, if appropriate. AU/PA must coordinate on all CAP media releases involving AFAMs.

2.4.4. **Accident/Incident Reporting.** The commander utilizing the services of CAP must immediately report any CAP accident or incident to CAP-USAF/SE. When required, the CAP-USAF/CC will submit an OPREP-3 (operational report) IAW paragraph 2.9. of this Instruction.

**2.5. AFAM Coordination and Approval.** Table 2.1. of this Instruction sets forth the coordination process and approval authorities for AFAMs.

2.5.1. **Risk Analysis.** Mission approval authorities will consider the risks associated with assigning a specific mission to a civilian volunteer organization. Operational Risk Management (ORM) techniques may be utilized to determine and minimize this risk as needed.

2.5.2. **Civil Support Approval Process.** Given the exigent circumstances that typically give rise to requests for military support to civil authorities, and the unique capabilities and status of the Civil Air Patrol, mission approval authorities must be aware that DoD policies that govern coordination and approval of requests for support to civil authorities do not typically apply. In general, mission approval authorities must ensure that CAP missions supporting State/local agencies or NGOs as AFAMs must demonstrate a “federal interest” in the activity. For example, a State agency may sponsor an exercise that requests CAP support reconnaissance of critical infrastructure such as a key power generating facility. This would clearly be of “federal interest” and eligible for AFAM status. Conversely, State requests for routine support such as agriculture or wildlife surveys would usually not rise to the level of “federal interest.” The SECAF, or the designee, may respond directly to civil-support requests, including those involving counter-drug activities, using the services of CAP, subject to the following restrictions:

2.5.2.1. The Air Component Commander will inform the responsible Combatant Commander about the number and type of CAP missions approved in their area of responsibility.

2.5.2.2. In the event that the responsible Combatant Commander is exercising operational or tactical control over DoD missions in the operational area, the Air Component Commander will approve and exercise control over CAP civil support missions.

2.5.2.3. The Air Force will refer all requests for CAP support to the Joint Director of Military Support (JDOMS) when such requests either appear to be more appropriate for other DoD components or require the use of other Air Force resources.

2.5.2.4. The Air Force may enter into Memoranda of Understanding (MOUs) with other agencies in order to facilitate civil support requests. Office of the Assistant Secretary of Defense, Homeland Defense – Civil Support (OASD (HD)-CS ) will coordinate on all civil support MOUs involving the use of CAP. This coordination will be considered “tasking from higher authority” with regard to CAP instrumentality status.

**2.6. Economy Act.** Typically, any Federal Agency requesting assistance from the Air Force must certify that its request comports with the Economy Act, 31 USC §1535. The appropriate Air Force mission



approval authority will ensure compliance with (or exception to) the Economy Act procedures set forth in AFI 65-601, *Budget Guidance and Procedures*, prior to approving an AFAM by CAP in support of a Federal agency.

**2.7. Payment for CAP Services.** Mission support shall ordinarily be done on a cost-reimbursable basis funded by the supported agency. DoD organizations providing funding shall send a, Military Interdepartmental Purchase Request (MIPR), DD Form 448, to CAP-USAF/FM for an amount equal to reimbursement for the approved mission for obligation/modification under the Cooperative Agreement prior to the time of mission execution. Other Federal agencies shall send their appropriate funding authorization to CAP-USAF/FM prior to mission execution indicating the agency has set aside an amount equal to the reimbursement. CAP-USAF/FM will return unexecuted funds to the requesting organization.

**2.8. Restrictions on CAP Corporate Activities.** Notwithstanding any DoD or Air Force regulation, policy or agreement, the following specific restrictions apply to CAP's corporate activities.

2.8.1. **Air Force Markings.** CAP Corporation may not use aircraft and resources that are marked with "USAF," "USAF Auxiliary," "US Air Force," or similar identifiers to engage in the law enforcement activities listed in paragraph 2.2.3. of this instruction and its subparagraphs, without prior approval by USAF/XO.

2.8.2. **Intelligence Activities.** CAP is not an intelligence organization, has no assigned intelligence mission, and will not engage in intelligence activities.

2.8.3. Consistent with paragraphs 1.4.3. and 1.4.4., CAP will obtain the reviews described in paragraphs 1.9.4. and 1.9.5. and resolve any aspects disapproved prior to execution of the respective documents.

**2.9. Accident/Incident Reporting.** When informed of a mishap or incident, the CAP-USAF/CC will submit an OPREP-3, IAW AFI 10-206, *Operational Reporting* normally through Maxwell AFB command post channels, for the following, regardless of CAP mission status:

2.9.1. Any fatality related to the performance of a CAP mission. This includes both AFAMs and Corporate missions as well as travel to/from these missions.

2.9.2. Any CAP-owned aircraft that is destroyed or significantly damaged.

2.9.3. Any CAP member's privately owned aircraft that is destroyed or significantly damaged while performing a CAP mission.

2.9.4. Any significant property damage on the ground.

2.9.5. Criminal activity or misconduct by a CAP member that occurred while at a CAP event or that will have an operational impact.

2.9.6. Any accident that may have large scale media interest.

2.9.7. Any other incident the CAP-USAF/CC determines should be reported.

**Table 2.1. CAP Mission Approval Authority**

	AFNSEP	AFRCC	Air Component Commander 2,12	CAP-USAF/CC
CAP-Training <sup>6</sup>				X
USAF Direct Support <sup>10</sup>			X	
CAP USAF Missions <sup>11</sup>				X
DoD Missions <sup>1,3,4,5,6,7</sup>			X	
DSCA <sup>3,5,6,7,13</sup>			X	
Search and Rescue <sup>6,7,9</sup>		X		
Immediate Response <sup>7,8</sup>	X		X	

**NOTES:**

1. **Chaplain Assistance.** CAP may provide volunteer chaplain support directly to an active duty Air Force Wing under the unique circumstances set forth in AFI 52-101 *Planning and Organizing*. The requesting Wing Chaplain must inform CAP-USAF/CC of the need for CAP chaplain assistance. The active duty Air Force Wing Chaplain may then approve the request as an AFAM.
2. **Notification Procedures.** The Air Component Commander will follow the procedures set forth in paragraph 2.5.2.
3. **Federal Agencies.** In accordance with Title 10, United States Code, § 9442 (a), CAP may only support Federal agencies in its status as the Air Force Auxiliary.
4. **DoD Missions.** CAP may be assigned by the Air Force to perform missions in support of other DoD components, as well as for the Air Force. All of these come under this category.
5. **Critical Incident Stress Management (CISM).** Prior to assigning CAP personnel to provide CISM services in support of an AFAM, the COMAFFOR, with the recommendation of his SG and coordination with his HC, must approve CAP participation in such CISM activities IAW AFI 44-153, *Critical Incident Stress Management* or AFI 52-104, *Chaplain Service Readiness*.
6. **Public Affairs Support.** CAP may provide public affairs support flights under all mission categories. The mission approval authority may approve PA flight support (see Note 7) after proposed media agency and their reporter/photographer/videographer is credentialed by the approval authority's Public Affairs staff.
7. **Non-CAP Passengers.** Non-CAP passengers or crew are authorized when essential to the mission and will be approved by the mission approval authority.
8. **Immediate Response Missions.** Normal approval authority for Immediate Response CAP Missions is the Air Component Commander. In EXCEPTIONAL circumstance where contact

with the ACC's Operations Center is not possible and the delay would cause loss of life AFN-SEP may approve AFAMs for immediate response. AFNSEP EPLO will backbrief the Air Component Commander operations center representative and the AFNSEP Duty Officer ASAP.

9. **USAF or Joint Personnel Recovery Center Approvals (AFRCC/JPRC).** The Operations Officer will provide mission approvals to the CAP NOC. Likewise, the NOC will provide immediate notification and mission reporting to the AFRCC/JPRC, or as directed. At times, the JPRC may give direct liaison authority of the CAP to the USCG, but the Air Component Commander will retain Operational Control of CAP Assets.
10. **USAF Direct Support Missions.** USAF Direct Support missions are approved by the Air Component Commander in his capacity as Numbered Air Force Commander. These missions are those that are required to support the USAF, but are not operational in nature and are not a part of an Air Component Commander sponsored exercise. Examples include: Low-level route survey, Thunderbird Show survey, Low-slow VID targets for routine unit level training.
11. **CAP USAF Missions.** These are Air Force assigned missions executed pursuant to specific Air Force directives or tasking, yet do not fit into other categories. Examples: ferry flights to deliver aircraft to maintenance facilities in order to accomplish Air Force required maintenance, delivery of aircraft or vehicles to specific locations for Air Force mandated inspections, or operational check flights following maintenance.
12. **Air Component Commander.** For the purposes of this table ACC applies to the NORTH-COM and PACOM AOR.
13. **Memoranda of Understanding (MOU).** Under normal circumstances Defense Support of Civil Authorities missions will be flown under the terms of an MOU signed by AF/A3. In the event that a mission must be flown without an MOU and time precludes developing one, the Air Component Commander will obtain AF/A3 approval; direct communication by electronic means is authorized.”

## Chapter 3

### AIR FORCE SUPPORT TO THE CIVIL AIR PATROL

Within Air Force capabilities, the Air Force may provide personnel, logistical, and financial support and assistance to CAP, including Installation-level support, in accordance with 10 U.S.C. §9443 & §9444 and other applicable authorizations. CAP-USAF coordinates with CAP to budget, purchase, distribute, and maintain certain materiel necessary to accomplish the CAP mission. This materiel specifically includes aircraft, vehicles, personal computers, communications equipment, associated parts, and cadet uniforms. This section describes the support that the Air Force may provide to CAP.

**3.1. Liaison Officers.** The Air Force may provide personnel support to CAP in the form of liaison personnel. Air Force liaison to CAP may consist of active duty, reserve component, and/or civilian employees. The Air Force may establish liaison offices and detail or assign Air Force personnel at CAP national, regional, state and territorial headquarters. The Air Force retains authority to determine CAP liaison organization, structure, and duties of its members. Liaison personnel will provide advice and assistance to CAP; liaison between CAP, the Air Force, and other government agencies; and oversight of CAP in fulfilling its Air Force-assigned missions. All liaison personnel are under the supervision of CAP-USAF.

**3.1.1. Air Force Liaison Structure.** The Air Force provides guidance to the CAP through Air Education and Training Command, Air University, and the CAP-USAF Commander.

**3.1.1.1. Liaison to CAP National Headquarters.** Headquarters CAP-USAF is the liaison activity to the CAP National Headquarters. Liaison at this level principally consists of advice, assistance, and Air Force oversight of the programs and policies of CAP; the acquisition of new aircraft, vehicles, and equipment; and reimbursement to CAP for costs associated with conducting missions.

**3.1.1.2. Liaison to CAP Regions.** CAP-USAF operates a region liaison activity to support each CAP region. CAP-USAF liaison region personnel provide advice, assistance, and Air Force oversight to the CAP region commander and staff by advising, assisting and motivating CAP personnel in the CAP mission to include instruction, speaking to civic groups, assisting in inspection of various CAP activities and resources, assisting in the formulation of various operational plans, and other duties as directed by the CAP-USAF Commander.

**3.1.1.3. Liaison to CAP Wings.** CAP-USAF operates liaison offices at each wing with an Air Force civil service employee assigned as the State Director. The State Directors provide advice, assistance, and Air Force oversight to the CAP wing commander, staff and groups and squadrons within the wing.

**3.1.1.4. Liaison to 1st Air Force.** CAP-USAF will maintain a liaison officer at 1st Air Force Headquarters on an “as required” basis. The CAP-USAF liaison officer will serve as a CAP subject matter expert and advise the 1st AF/CC and staff on CAP capabilities and limitations. During periods of high CAP usage (e.g. hurricanes, large scale exercises) additional liaison personnel may be required.

**3.1.2. Reserve Assistance to the CAP.** CAP-USAF may employ reservists as an extension of the liaison structure to provide an opportunity for reserve members to earn promotion and retirement points while making significant contributions to the US Air Force and CAP. CAP-USAF will employ

reservists to advise, assist, and motivate CAP personnel with respect to CAP's mission as an auxiliary of the Air Force. All activities of such reservists are under the functional supervision of CAP-USAF.

**3.1.2.1. Air Reserve Personnel Center Responsibilities.** The Air Reserve Personnel Center, Denver CO, provides personnel support for all Air Force Reserve members assigned or attached to CAP-USAF.

**3.1.2.2. CAP-USAF Responsibilities.** CAP-USAF will administer and manage the Category B and E, Civil Air Patrol Reserve Assistance Program (CAPRAP). The Air University Director for Reserve Forces is the advisor to the CAP-USAF Commander for developing and implementing policy guidance and for managing CAPRAP personnel. This includes administering and managing the Individual Mobilization Augmentees assigned to CAP-USAF. CAP-USAF publishes additional instructions governing the CAPRAP.

**3.1.2.3. Category B, Individual Mobilization Augmentee (IMA) Reservists.** These reservists augment the CAP-USAF liaison region in times of war or emergency. They will advise the State Area Command (STARC) staff on the capabilities of CAP and the types of support CAP can provide. Annually, they will brief military Installation commanders on CAP capabilities in support of Air Force support to civil authorities and will perform other duties required by the CAP-USAF commander or liaison officers.

**3.1.2.4. Category E, Participating Individual Ready Reservists (PIRR).** These reservists assist the CAP-USAF liaison offices in advising, assisting and motivating CAP personnel in the CAP mission to include instruction, speaking to civic groups, assisting inspection of various CAP activities and resources, assisting in the formulation of various operational plans, supporting CAP Cadet events, and other duties as directed by CAP-USAF.

**3.1.3. Liaison at Air Force Installations.** Support from Air Force Installations is important for CAP to carry out its missions. Liaison activities at this level typically involve coordinating the use of facilities and services of the Installation. Installation commanders will appoint a field grade officer to assist CAP-USAF personnel and to act as a liaison with CAP units that are located on the Installation. Installation commanders will provide the designee's name, rank, office symbol and telephone number to CAP-USAF and will update this information annually. When providing short-term support to CAP units, Installation commanders may also designate a project officer to work with the CAP unit. Installation commanders will contact CAP-USAF liaison personnel directly to coordinate matters relating to CAP.

**3.2. National Headquarters.** The Air Force may provide funds for the CAP national headquarters, including funds for the payment of staff compensation and benefits, administrative expenses, travel, per diem and allowances, rent, utilities, and other operational expenses of the national headquarters. The Air Force provides space for the CAP National Headquarters at Maxwell Air Force Base, Alabama.

**3.3. National Technology Center.** The National Technology Center provides equipment support and repair for the CAP communications infrastructure. The Air Force arranges for CAP's use of Defense Supply Center Richmond (DSCR) facilities in Virginia. CAP-USAF will assist with problems encountered by CAP in obtaining building work orders, key control, access to classified material (when deemed necessary by Air Force authorities), security clearances for CAP personnel (when deemed necessary by Air Force authorities), and other matters, if requested. National Technology Center personnel are considered CAP Corporation National Headquarters employees.

**3.4. Wing Administrators and Wing Financial Analysts.** The Air Force may provide funds for compensation, travel, per diem, and allowances for a Wing Administrator at each CAP wing and Wing Financial Analysts on a regional basis. The Wing Administrators and Financial Analysts provide administrative and program support to CAP in order to facilitate compliance with CAP's obligations under the CA and SOW. Both the Wing Administrator and Wing Financial Analyst positions are necessary to fulfill Air Force requirements. Wing administrators are considered CAP Corporation National Headquarters employees.

**3.5. Logistical Support.** The Air Force may provide certain types of logistic support to CAP to fulfill its missions as an auxiliary of the Air Force and as a Federally chartered non-profit corporation. CAP, as a nonprofit organization, must comply with the provisions of the Department of Defense Grant and Agreement Regulations in order to receive Air Force appropriated fund support. CAP-USAF/LG is responsible for logistic support to CAP.

3.5.1. **Equipment.** The Air Force may give, lend, or sell to CAP major items of equipment (including aircraft, motor vehicles, computers, and communications equipment) that are excess to the military departments, and the necessary related supplies and training aids that are excess to the military departments.

3.5.2. **DRMS Equipment.** CAP may screen certain excess personal property materiel from the Defense Reutilization and Marketing Service (DRMS) system in accordance with DoD 4160.21M, *Defense Materiel Disposition Manual*, Aug 1997. The types and amounts of items screened by CAP is determined and controlled by CAP-USAF/CC

3.5.3. **Government Furnished Equipment (GFE).** The Air Force may provide CAP with unique GFE when required for AFAMs, when it is impractical for CAP to acquire equipment such as secure or specialized communications equipment or communications equipment.

**3.6. Financial Support.** The Air Force provides CAP with funds for costs deemed allowable under relevant law, regulations, or any Air Force agreement with CAP. Funds will be provided in accordance with Department of Defense Grant and Agreement Regulations (DoDGARs) and AFI 65-601, *Budget Guidance and Procedures*, Volume 1, Chapter 7E. AFAMs may be funded (reimbursable by the Air Force to CAP) or non-funded (not reimbursable by the Air Force to CAP). Funded missions will be identified and accounted for using appropriate methods IAW DoDGARs unless otherwise directed by Air Force authority.

3.6.1. **Programming and Budgeting.** The Air Force plans for appropriated fund support to CAP within the existing planning, programming, and budgeting system. In order to allow CAP-USAF to program and budget for CAP programs (Air Force funded programs), CAP provides to CAP-USAF/FM a Program Objective Memorandum (POM) request, a Financial Plan, and a Budget Execution Report annually in accordance with timeframes, guidelines, and formats established by CAP-USAF/FM, AU/XP/FM, and AETC/XP/FM to enable CAP to comply with Air Force requirements. These reports require CAP to report sufficient statistical information to justify its budget and/or POM request. This includes but is not limited to aircraft and vehicle utilization data, financial information, and membership statistics.

3.6.2. **Forms of Financial Support to CAP for the Performance of AFAMs.** Unless otherwise specified in this instruction, CAP-USAF may approve funding for the following types of expenses when such expenses are incurred in support of properly approved and assigned AFAMs:

3.6.2.1. **Travel Expenses.** Travel expenses and allowances to members of CAP while the members are carrying out programs and missions specifically assigned by the Air Force. Reimbursement for travel expenses will not exceed the limits set in the Joint Federal Travel Regulations (JFTRs).

3.6.2.2. **Supplies.** The acquisition of supplies, including fuel, lubricants, and other items required for vehicle and aircraft operations.

3.6.2.3. **Servicing, Improving, and Maintaining Equipment.** Expenses of placing into serviceable condition, improving, and maintaining equipment (including aircraft, motor vehicles, computers, and communications equipment) owned or leased by CAP or provided as GFE. The Air Force maintains approval authority for all modifications to CAP aircraft acquired with Federal funds.

3.6.2.4. **Aircraft Purchases.** The Air Force provides funds for and has approval authority for all CAP aircraft acquired with Federal funds.

3.6.2.5. **Vehicle Purchases.** The Air Force provides funds for and has approval authority for all CAP vehicles acquired with Federal funds.

3.6.2.6. **Equipment Purchases and Leases.** The Air Force provides funds for and has approval authority for all CAP equipment acquired or leased with Federal funds.

3.6.2.7. **National Headquarters.** See paragraph 3.2., above.

3.6.2.8. **Wing Administrators.** See paragraph 3.4., above.

3.6.2.9. **Short-Term Lease of Equipment.** The Air Force may fund CAP for the lease of equipment on a short-term basis in order to fulfill the immediate needs of an AFAM. Such leases are hereby deemed necessary for the Civil Air Patrol to accomplish the AFAM. CAP-USAF, in coordination with appropriate legal and comptroller offices, is the approval authority for lease agreements and may require that the lease include specific terms and conditions, such as damage insurance. For example, CAP may be funded for the cost of leasing a replacement aircraft to support a time-critical mission. CAP may also be funded for the cost of leasing a twin-engine aircraft for an over-water mission.

3.6.2.10. **Use of Member Owned or Furnished Aircraft.** CAP Corporate aircraft will be the resource of choice for AFAMs. Member-owned or furnished aircraft may be utilized with the consent of the owner when specific mission requirements preclude using a CAP aircraft or a CAP aircraft is unavailable. The approval authority that assigned Air Force mission status will approve routine use of a member owned or furnished aircraft in coordination with the authority's legal staff. Under emergency or imminently serious conditions, member owned or furnished aircraft may be used without coordination only if required to accomplish the mission. Except in exceptional circumstances, before use of member owned or furnished aircraft member owned aircraft is approved, the owner of the aircraft must execute a "hold harmless agreement" waiving any claims for property damage against the United States arising from the use of the aircraft. The approval authority will ensure that the aircraft has a current flight worthiness certificate.

3.6.2.11. **Other Funds.** SECAF, or the designee (not lower than AETC/CC), must approve any other Air Force funding for expenses incurred by CAP during the performance of AFAMs.

### 3.6.3. **Support for Other CAP Activities.**

### 3.6.3.1. Cadet Program.

3.6.3.1.1. **Cadet Uniforms.** Per 10 U.S.C. § 9444(b)(11), the Air Force may provide funds to CAP for the purchase of articles of the Air Force uniform or furnish articles of the Air Force uniform to CAP cadets without cost. Providing funds to purchase CAP cadet uniforms is consistent with Air Force missions and objectives. The SECAF delegates the authority to approve expenditures of funds to purchase cadet uniforms to the CAP-USAF/CC.

3.6.3.1.2. **Other Support.** Pursuant to 10 U.S.C. § 9444 (b)(11)(B), the Air Force may furnish any other support to the CAP cadet program that the SECAF determines is consistent with Air Force missions and objectives. SECAF delegates the authority to CAP-USAF/CC to determine whether support to the cadet program, not in excess of a total of \$100,000 per line item per fiscal year, is consistent with Air Force missions and objectives. For amounts exceeding \$100,000, AETC/ED will determine whether such support is consistent with Air Force missions and objectives.

3.6.3.2. **Aerospace Education Program.** The Air Force may provide funds to CAP for textbooks and instructional pamphlets concerning aviation and science for distribution to students in middle- and high-school classrooms. The Air Force may also provide funds to CAP to conduct middle- and high-school teacher conferences and workshops in the fields of aviation and general science. SECAF delegates approval authority to AETC/ED to determine whether such expenditures further the fulfillment of the Air Force missions and objectives, is consistent with DoDD 5410.18, *Public Affairs Community Relations Policy* and the AETC Community Outreach and Diversity in Operations program, in accordance with 10 USC § 9444 (b)(12). This approval authority may be further delegated.

3.6.4. **Claims for Advance or Reimbursement.** CAP submits all claims for advance or reimbursement (Standard Form 270) to the Administrative Grants Office, and provides copies to CAP-USAF/FM and the Grants Officer.

3.6.5. **Third Party Liability.** The acts or omissions of CAP members that give rise to third party liability are addressed in one of two ways:

3.6.5.1. **Federal Tort Claims Act (FTCA), 28 USC § 1346(b), 2671-80.** The CAP shall be deemed an instrumentality of the Air Force with respect to any act or omission of CAP members while carrying out AFAMs. Such coverage includes any CAP personnel acting in the scope of employment in support of an AFAM, to include planning, scheduling, operating, and pre-assignment aircraft maintenance. Where there is an issue regarding mission status, AF/XO or higher authority will make the determination after consultation with AFLSA/JACT. AFLSA/JACT is the Air Force office with primary responsibility for adjudicating administrative claims under the FTCA arising out of CAP's performance of AFAMs and assists the Department of Justice (DOJ) with litigation arising out of the same.

3.6.5.2. **Payment of Commercial Liability Insurance Premiums.** All official CAP activities not qualifying as AFAMs must be covered by commercial liability insurance. The Air Force may provide appropriated funds for the payment of liability insurance premiums to underwrite CAP missions and activities carried out as a Federally chartered nonprofit corporation.

**3.7. Workers' Compensation Protection.** CAP members (18 years old and older) participating in AFAMs are eligible to apply for benefits under the Federal Employees' Compensation Act (FECA) pro-



tection. The Department of Labor (DOL) administers this act. There is no Federal loss protection provided for any other CAP missions.

**3.8. Legislative Liaison Support.** The Air Force Legislative Liaison Office (SAF/LL), as the primary Air Force agency dealing with Congress, interfaces with Congress on behalf of the Air Force. SAF/LL routes CAP-related Congressional Inquiries to AF/XOS-HA.

**3.9. Installation Support.** To carry out AFAMs, it is important that CAP personnel have access to adequate facilities and services. At their discretion and expense, Air Force Installation commanders may permit CAP to use Installation services and facilities. Long-term support may include designated CAP use of facilities and services. Short-term support may include temporary billeting, messing, and ground transportation for CAP activities. Installation commanders will coordinate with CAP-USAF before entering into any host Installation support agreements with CAP units or activities.

3.9.1. **Long-term support.** Air Force Installation commanders are encouraged to provide long-term support to CAP as the host organization for CAP units. CAP units typically do not have the operating funds to purchase or rent facilities and must negotiate for meeting and office space wherever possible. CAP units do not require the same support as typical Air Force units. When practicable, Installation commanders may make suitable facilities available for long-term use by CAP. CAP units will not be expected to reimburse Installations for long-term use facilities.

3.9.2. **Short-term Support.** Air Force Installations are encouraged to provide short-term support for temporary CAP activities. CAP activities in this category include cadet encampments, senior member training activities, flight clinics, and other flying related activities. These types of activities typically involve the use of various base facilities including billeting, messing, Morale Welfare and Recreation (MWR) or Non-Appropriated Fund (NAF) activities such as clubs, exchanges and theaters, and services including transportation. CAP may use Installation facilities and services that operate on a fee for service basis, such as messing and base billeting, at CAP member expense, when engaged in Installation-sponsored CAP activities.

3.9.3. **Support Considerations.** CAP units will be given priority for space on Air Force Installations immediately following Air Force, DoD, and Federal agencies, and ahead of youth groups such as scouting, or MWR activities such as hobby clubs or groups. Installations can arrange with CAP units to provide minor maintenance and housekeeping of the facility to defray associated costs of host-tenant support. If practicable, CAP units should be provided facilities with adequate administration, storage, and training space. Installation commanders with limited space may consider providing CAP units administrative space near common use facilities such as community centers, lecture halls, and other suitable training facilities. Installations with flight facilities should consider the need for ramp space for CAP aircraft or other flying related support or operating requirements.

3.9.4. **Ground Transportation and Equipment.** Air Force Installation commanders may provide government transportation and equipment to CAP units on a temporary basis. When providing transportation or equipment to CAP units, the Installation commander must also provide a sufficient number of qualified personnel to operate the vehicles or equipment. If requested by CAP, the Air Force may provide licensed/qualified drivers/operators for ground transportation for use by CAP. CAP members are not authorized to drive government vehicles.

**3.10. Use of Other Government Facilities.** Pursuant to 10 USC § 9444(c), CAP-USAF/CC may arrange for CAP to use the facilities or services of other Federal government agencies when use of such facilities or services is considered necessary for CAP to carry out its AFAMs. CAP-USAF/CC is responsible for arranging for the use of the facilities or services with the other Federal government agency when appropriate.

**3.11. Additional CAP Cadet Program Support.** Pursuant to 10 USC § 9444(b)(11), the Air Force may provide certain support to the CAP cadet program. Any support to the CAP cadet program must be approved in accordance with paragraph **3.6.3.1.** of this Instruction.

**3.11.1. Training.** Air Force Installations and units are authorized to provide limited support to CAP cadet training activities and are encouraged to provide such support whenever possible. Support may include providing personnel as instructors for leadership training, providing tours of Installations and units, briefings on Installation and unit mission and capabilities, and instruction in Air Force roles and missions.

**3.11.2. Cadet Encampments.** CAP cadet encampments can be the most significant, worthwhile training experience in a CAP cadet's career. A major goal of cadet encampments is to provide the cadets with a greater understanding of the Air Force missions and capabilities. Cadet encampments try to incorporate visits to the activities of the host Installation, such as security forces, base fire station, or other unique units or facilities, as part of the training curriculum. Exposure to the Air Force during cadet encampments can greatly influence CAP cadets to later pursue careers in the Air Force.

**3.11.3. Overseas Cadet Program.** The purpose of the overseas cadet program is to accommodate U.S. dependent youth interested in participating in CAP. U.S. Air Force Installations are encouraged to host squadrons on Installations outside the United States, its territories, and possessions. CAP senior members may join these squadrons, but only to support CAP cadet activities.

**3.11.3.1. Eligibility for Membership.** Only individuals covered by the provisions of the Status of Forces Agreement (SOFA) may become members in overseas squadrons. Individuals desiring membership must meet all other eligibility requirements as established by CAP.

**3.11.3.2. Establishing Overseas Squadrons.** Installation commanders who want to establish an overseas cadet squadron should appoint, in writing, an active duty commissioned officer to assist in forming the squadron, and request a charter for the squadron from CAP-USAF/CC. The overseas CAP unit commander must be on active duty and hold the grade of E-5 or higher.

**3.11.3.3. Wear of CAP Uniform.** Wear of the CAP uniform is optional for cadets in overseas squadrons. The uniform will not be worn off base unless the squadron is participating in drill competition, parades, and so forth, and the Installation commander has given the squadron written permission.

**3.11.3.4. Authorized Programs and Activities.** The programs and activities of overseas squadrons will conform to DoD policies and regulations and applicable international agreements and host nation laws. Overseas CAP squadrons are restricted to administering cadet programs. They will not perform any other missions, or possess CAP vehicles or CAP aircraft. Participation in off-base activities requires the approval of the Installation commander. Squadrons may only participate in flying activities that are otherwise permitted by DoD policies, international agreements, and host nation laws (e.g., flights in base aero club aircraft). Squadrons must obtain approval for other flying activities from CAP-USAF/CC.

**3.11.4. Credit for Advancement in CAP Cadet Program.** In accordance with AFI 36-2002, *Regular Air Force and Special Category Accessions*, cadets who earn the General Billy Mitchell Award (an intermediate achievement level) in the cadet program, if otherwise qualified, will be eligible to enlist in the Air Force, Air Force Reserve, or Air National Guard in the pay grade of E-3. The Mitchell, Amelia Earhart, or General Carl A. Spaatz Awards will entitle cadets to academic credits if enrolled in the Air Force Reserve Officer Training Corps. These three awards will also be viewed favorably by the US Air Force Academy in the admissions process. Finally, at least one CAP cadet will be appointed to the Air Force Academy Preparatory School annually from a list of nominees provided by CAP National Headquarters, if otherwise qualified.

**3.11.5. International Air Cadet Exchange (IACE).** CAP is the official United States member of the IACE program, an international program designed to foster international goodwill through common interests in aviation shared by the youth of participating nations. Each year Civil Air Patrol (CAP) exchanges cadets with similar organizations in Canada, Europe, and the East Asia/Pacific area. This program is consistent with Air Force missions and objectives. Foreign national exchange cadets are considered participants in a DoD-sanctioned program for the purposes of DoD 4515.13-R, *Air Transportation Eligibility*.

**3.12. Installation Support for CAP Aerospace Education.** Air Force Installations and units are authorized to provide limited support to CAP aerospace education activities and are encouraged to provide such support in accordance with paragraph **3.6.3.2.** of this Instruction. Such support includes providing personnel as instructors for aerospace workshops, providing tours of Installations and units focusing on applicable aspects of aerospace endeavors, presenting briefings on Installation and unit mission and capabilities from an aerospace prospective, and providing instruction in Air Force roles and missions and its relationship to aerospace supremacy.

**3.13. Orientation Flights in Air Force Aircraft.** The Air Force may provide CAP cadets and senior members with orientation flights in Air Force aircraft. Such flights can be included as part of planned or scheduled training and operational flight missions in accordance with AFI 11-401, *Aviation Management*. Air Force personnel should consider the purpose of any scheduled or planned flight activities and their suitability as orientation flights.

**3.14. Airlift Support.** Airlift support is permitted for official CAP activities in accordance with DoD 4515.13R, *Air Transportation Eligibility*, November 1994, Chapter 20, and must be approved by CAP-USAF/CC or the designee.

**3.15. Use of DoD Medical Facilities.** CAP personnel incurring an injury or illness during an AFAM are entitled to limited military medical care in accordance with AFH 41-114, *Military Health Services System (MHSS) Matrix*. CAP personnel participating in an official function on a military Installation may be entitled to emergency medical care, like any other civilian, in accordance with AFH 41-114.

**3.16. Use of Army and Air Force Exchange Service (AAFES) Facilities.** In accordance with AFJI 34-210 (AR 60-20) *Army and Air Force Exchange Service Operating Policies*, Chapter 2-9, Paragraph (c)(4), CAP personnel, while participating in an AFAM, or official function on a military Installation and occupying government quarters, are entitled to the use of AAFES facilities and services if approved by the installation commander. Such use does not apply to CAP units and personnel attending unit meetings and other regularly scheduled corporate activities at a military Installation.

**3.17. Installation Commander Discretion.** To the extent allowed by law, installation commanders may exercise their discretion in determining whether access to facilities and services described in this instruction should be further limited.

**3.18. Training Support.**

3.18.1. **Space Available Training Opportunities.** All CAP members may, at their own expense, attend training programs offered at DoD Installations. FTCA/FECA does not extend to this activity. Such training will be offered for CAP personnel on a space available basis at no additional cost to the Government. CAP-USAF/CC and the training activity commander must approve the request prior to CAP participation. Examples of such programs include aerospace physiological training in accordance with AFI 11-401, *Aviation Management*, CISM training, etc..

3.18.2. **Other Training Activities.** Air Force Installations and units are authorized to provide support to CAP senior member training activities and are encouraged to provide such support whenever possible. Such support includes providing personnel as instructors for leadership, aerospace, and operational courses and workshops, providing tours of Installations and units, briefings on Installation and unit mission and capabilities, and instruction in Air Force roles and missions and the role of CAP as an auxiliary of the Air Force. The Air Force Institute for Advanced Distributed Learning (AFIADL) may provide administrative support to CAP members enrolled in both Air Force and CAP Professional Military Education (PME).

**3.19. Communications Management.** CAP uses Air Force or DoD assigned frequencies for operation of the CAP communications network. The Air Force Frequency Management Agency (AFFMA) provides frequency management support to CAP through AETC.

**3.20. Forms Adopted or Prescribed.** Form Adopted: DD Form 448, *Military Interdepartmental Purchase Request*.

NORMAN R. SEIP, Maj Gen, USAF  
Assistant Deputy Chief of Staff  
Air & Space Operations

## Attachment 1

### HISTORY OF THE CIVIL AIR PATROL

The Civil Air Patrol (CAP), an organization chartered by Congress as a non-profit corporation, may also act as a volunteer civilian auxiliary of the Air Force. This section describes the origin and history of CAP, CAP operation as a non-profit corporation, its membership, its organization, and its capabilities to support the Air Force. This Appendix is provided for informational purposes only. It does not establish any policy, or confer any entitlement or benefits concerning CAP. In the event of a conflict between the information contained in this Appendix and other governing documents, including statutes, those documents will take precedence over this Appendix

**A1.1. Origins and History.** Since its inception, CAP has been closely associated with the Air Force. CAP was not originally envisioned as a permanent organization affiliated with a military department. Its establishment as an auxiliary of the Air Force came after several years of effort on the part of both the Air Force and CAP.

**A1.1.1. Creation as a Temporary Civilian Auxiliary.** CAP was established by order of the Director of Civilian Defense on 1 December 1941 as an organization under the Office of Civilian Defense under the command of Army Air Force personnel. The purpose of CAP was to enable the use of general aviation pilots and aircraft in support of the nation's civilian defense program. It was created under authority for the use of civilian auxiliaries to meet the state of national emergency declared by Congress following the outbreak of World War II and was authorized for the period of the national emergency.

**A1.1.2. Service in World War II.** Upon entry of the United States into World War II, the mission of CAP expanded, with CAP performing a wide variety of duties including coastal patrol for submarine activity, ships and personnel in distress, target towing for the Armed Forces, and courier flights for essential personnel and war materials. By Executive Order, CAP was transferred on 29 April 1943 from the Office of Civilian Defense to the Department of War. On 4 May 1943, CAP was placed under the control of the Army Air Forces. During this period CAP was referred to as an auxiliary of the Army Air Force.

**A1.1.3. Congressional Charter as a Non-Profit Corporation.** At the end of the war, the state of national emergency that gave the legal authority for the existence of CAP was terminated. The Army Air Force continued to provide limited assistance to CAP, including leadership by Army Air Force personnel. At the urging of the senior leaders of the Army Air Force and prominent members of the aviation community, CAP was chartered by act of Congress on 1 July 1946 as a non-profit corporation to enable CAP to continue to provide its services to the armed forces and the Nation.

**A1.1.4. Establishment as an Auxiliary of the Air Force.** Although Congress chartered CAP as a non-profit corporation, the Air Force lacked the legal basis to provide CAP with assistance, advice, and oversight and to authorize the Air Force to use the services of CAP. With the strong backing of the Secretary of the Air Force and the Chief of Staff of the Air Force, Congress designated CAP as an auxiliary of the Air Force on 26 May 1948. This act

**A1.1.5.** authorized the Secretary of the Air Force to accept and utilize the services of CAP in the fulfillment of the non-combat missions of the Air Force.

A1.1.6. **Recent Actions.** In 2000, three fundamental changes for CAP occurred. First, in the Floyd D. Spence National Defense Authorization Act of FY01, Congress clarified their language regarding Auxiliary status as a temporary condition only existing while CAP is executing missions for “any department or agency in any branch of the Federal Government.” Second, in this same bill the Congress created the CAP Board of Governors (BOG). This 11-member board was tasked to be “the governing body of the Civil Air Patrol” and given broad authority to “exercise the powers granted to the Civil Air Patrol” including the power to adopt or amend the Constitution and Bylaws of CAP. Finally, on 10 July 2000 the Air Force and CAP entered into a Cooperative Agreement, ensuring Air Force support to CAP was provided in accordance with the principles defined in DoD 3210.6-R, *Department of Defense Grant and Agreement Regulations* (DoDGARs).

**A1.2. CAP Operation as a Non-profit Corporation.** Under Title 36, United States Code §§ 40301 – 40307, CAP is a congressionally chartered non-profit corporation. As a non-profit corporation, CAP has a Constitution and Bylaws governing its operation and a governing body to control its operation as a non-profit corporation under Air Force oversight (pursuant to 10 USC, Chapter 909) and regulation as necessary. Consistent with law and Federal regulations, CAP controls its administration and establishes its policies, such as the criteria for membership in CAP, the location, types and size of its units, etc. CAP purposes and objectives as a corporation are:

A1.2.1. To provide an organization to encourage and aid American citizens in the contribution of their efforts, services, and resources in the development of aviation and in the maintenance of aerospace supremacy.

A1.2.2. To encourage and develop, by example, the voluntary contribution of private citizens to the public welfare.

A1.2.2.1. To provide aviation and aerospace education and training, especially to its senior and cadet members.

A1.2.2.2. To encourage and foster civil aviation in local communities.

A1.2.2.3. To provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

A1.2.2.4. To assist the Department of the Air Force in fulfilling its noncombat programs and missions.

A1.2.3. **CAP Corporation Relationship to the Federal Government.** CAP is not a government entity although chartered as a non-profit corporation by Congress.

A1.2.4. **CAP Governing Bodies.** CAP controls its administration as a corporation through three governing bodies: the Board of Governors, National Board, and National Executive Committee.

A1.2.4.1. **CAP Board of Governors.** The Board of Governors (BOG) is the governing body of the CAP Corporation. The BOG is composed of four members appointed by the SECAF, four members elected by CAP, and three members from “interested organizations” jointly selected by the SECAF and CAP. The BOG has the authority to do any act necessary and proper to carry out the purposes of the corporation, including adopting and amending the CAP Constitution and Bylaws. In practice, the BOG serves as the strategic policy making and guidance body for CAP by reviewing and determining long-range plans and programs. The BOG also serves as a pool of expert advisors, oversees the CAP Inspector General and Membership Action Review Board, and

supervises the CAP Committee structure. A detailed description of the CAP Board of Governors is contained in AFI 10-2702, *Board of Governors of the Civil Air Patrol*.

**A1.2.4.2. CAP National Board.** The BOG has left much of the day-to-day operations of CAP to the National Board, 67 members comprised of the CAP National Commander and CAP National Vice-Commander, the CAP wing and region commanders, and several other national level officers as well as the CAP-USAF Commander, who is a non-voting member. This group also elects the CAP National Commander and National Vice-Commander. The CAP National Board meets twice a year to conduct the business of the corporation.

**A1.2.4.3. CAP National Executive Committee.** During the periods that the CAP National Board is not in session, National Board powers are delegated to the National Executive Committee (NEC). The NEC has of 15 members comprised of the CAP National Commander, CAP National Vice-Commander, CAP region commanders, and several other national level officers as well as the CAP-USAF Commander, who is a non-voting member. This group has all of the power of the National Board. This group meets as required to conduct the business of the corporation.

**A1.2.5. CAP Corporate Officers.** CAP has corporate officers similar to other corporations. Corporate officers are designated in the CAP Constitution and Bylaws. Corporate officers have the authority to obligate the CAP Corporation as provided for in the CAP Constitution, Bylaws, and regulations. The corporate officers include the CAP National Commander and National Vice-Commander, CAP Executive Director, and national field level corporate officers. The CAP Corporation indemnifies CAP corporate officers for activities within the scope of their responsibilities.

**A1.2.5.1. CAP National Commander and CAP National Vice Commander.** The National Commander is the corporate Chief Executive Officer of CAP. The CAP National Board elects the CAP National Commander from current or former CAP national vice commanders or CAP wing or region commanders. The CAP National Board elects the CAP National Vice Commander from current or former CAP wing or region commanders. The CAP National Commander oversees the day-to-day activities of the volunteer membership of CAP and is assisted by the CAP National Vice-Commander. Their duties are contained in CAP Constitution, Bylaws, and regulations.

**A1.2.5.2. CAP Executive Director.** The CAP Executive Director is the senior paid corporate employee and represents the Board of Governors at National Headquarters. The CAP National Executive Director is appointed by the CAP Board of Governors. The Executive Director administers the daily affairs of the Corporation. The staff of the CAP National Headquarters works under the direction of the Executive Director and includes such functional areas as General Counsel, Financial Management, Inspector General, Logistics, Operations, and Safety. The Executive Director performs such duties as directed by the Board of Governors, National Commander, the National Executive Committee, or the National Board. The Executive Director is not a member of National Board or National Executive Committee.

**A1.2.5.3. National Level Corporate Officers.** CAP national level corporate officers are the National Chief of Staff, National Legal Officer, National Finance Officer, and National Controller. The National Commander appoints these corporate officers subject to confirmation by the National Board. Their duties are contained in CAP Constitution, Bylaws, and regulations.

**A1.2.5.4. Field Level Corporate Officers.** CAP field level corporate officers are the region commanders and wing commanders. The National Commander appoints region commanders and

region commanders appoint the wing commanders. Their duties are contained in CAP Constitution, Bylaws, and regulations.

**A1.2.6. Constitution, Bylaws, and Regulations.** The administration of the activities, business, and affairs of the CAP Corporation are controlled by its Constitution, Bylaws, and regulations. These documents guide the CAP membership in carrying out the purposes and objectives of the Corporation. CAP regulations are numbered after the old-style Air Force regulations and detail how CAP operates. The Air Force may regulate corporate activities to the extent determined by the Secretary of the Air Force.

**A1.3. CAP Members.** CAP members are private citizens who volunteer, without remuneration, their time, services, and resources to accomplish the purposes and objectives of CAP. CAP controls the categories and criteria for membership in their organization. CAP members, with certain exceptions, must pay dues on an annual basis. CAP membership, with exceptions, is renewed on an annual basis. Membership in CAP consists primarily of adult members that CAP refers to as senior members and youth members referred to as cadets. There are no physical requirements for membership in CAP, and physically challenged individuals can be found among both their senior and cadet members. Unless otherwise stated, CAP members referred to in this Air Force Instruction are CAP senior members.

**A1.3.1. Senior Members.** CAP senior membership is open to United States citizens or resident aliens over the age of 18 with no maximum age limit. Within the senior membership there are subcategories including life membership and retired membership. Active duty, reserve, or retired members of the armed forces are eligible to join as CAP senior members.

**A1.3.2. Cadet Members.** Initial membership as a CAP cadet is open to young men and women who are United States citizens or resident aliens, twelve years (or who have completed the sixth grade) through eighteen years old, and still enrolled in school. CAP cadets who become members of the active duty armed forces lose their eligibility to remain in the CAP cadet program and must transfer to senior member status. CAP cadets have the option to remain in the CAP cadet program until their twenty-first birthday if they are in college or a military academy.

**A1.3.3. Volunteer Workforce.** CAP organizations below the CAP National Headquarters have very few full-time personnel. CAP members are unpaid volunteers who give their time to accomplish CAP purposes and objectives. CAP units typically meet in the evenings during the week or on weekends, similar to Air Reserve Component units. CAP members may have to take time away from work, school, etc. to deal with Air Force organizations and personnel during the normal duty day, attend training, or carry out Air Force-assigned missions. The ability of CAP personnel to provide quick response to non-emergency meetings or activities must be taken into account when providing support to or using CAP units and personnel.

**A1.3.4. Voluntary Adherence to CAP Rules and Regulations.** Since CAP members are non-paid volunteers who do not formally "enlist" or otherwise commit themselves for service in CAP, CAP commanders at all levels of the organization are limited in how they can deal with members who fail to adhere to CAP rules and regulations. CAP, as a civilian, non-profit corporation, has no equivalent to the Uniform Code of Military Justice and guidelines on standards of personal conduct are very broad and general in nature. However, CAP regulations are very strict on aircraft and vehicle operations, safety, proper accountability of equipment, and protection of cadet members. CAP members voluntarily adhere to CAP regulations. Failure to adhere to regulations can result in termination or denial of CAP membership.

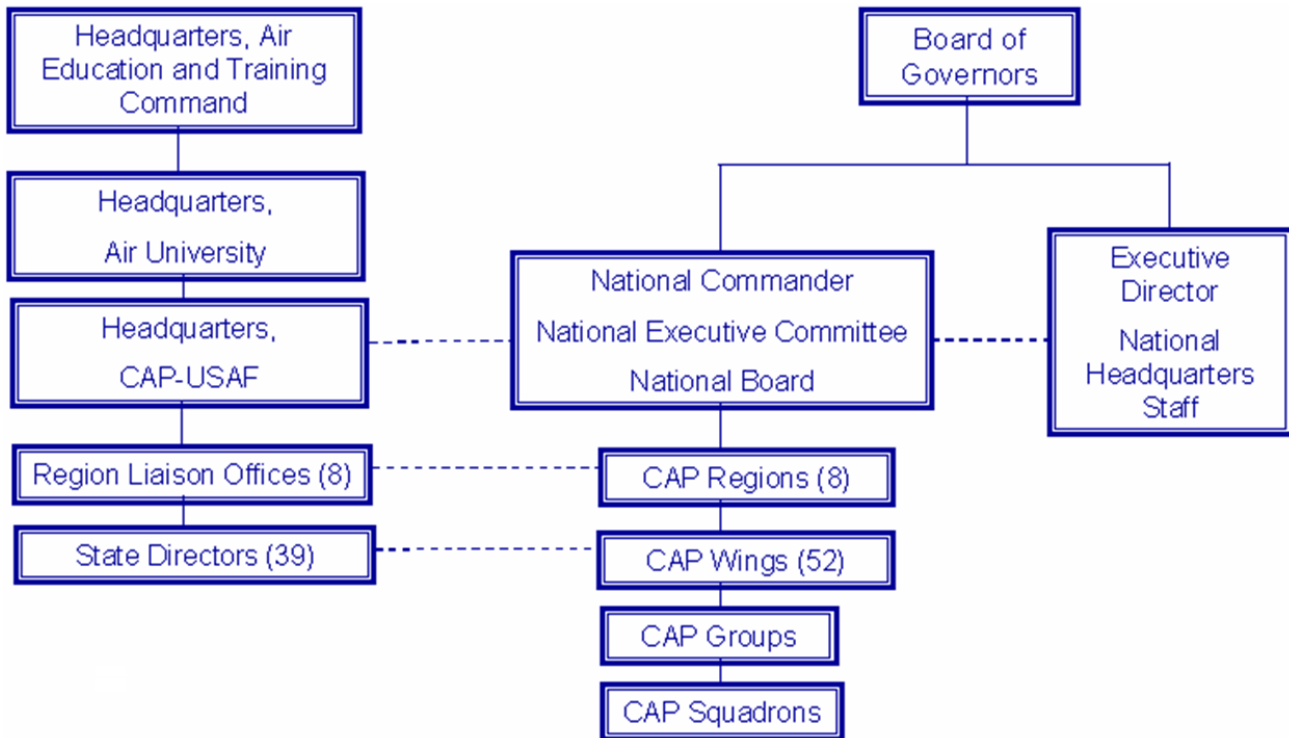


**A1.3.5. Grade Structure.** CAP uses a military style grade structure for both its Senior Members and Cadet Members. CAP grades for both their cadet and senior members have no military standing, carry no authority over members of the Armed Forces, nor warrant the customs and courtesies afforded military members. Appointment and promotion follows guidelines contained within CAP regulations.

**A1.3.5.1. Cadet Member Grade Structure.** The CAP cadet grades are divided into enlisted and officer grades. Cadet enlisted grades range from cadet basic to cadet chief master sergeant. Cadet officer grades range from cadet second lieutenant to cadet colonel. Promotion is based on completion of training requirements and successfully passing examinations and reviews.

**A1.3.5.2. Senior Member Grade Structure.** The CAP senior member grades are divided into officer, flight officer, and non-commissioned officer grades and conform closely to the Air Force grade structure. CAP officer grades are for senior members over the age of 21 and range from CAP Second Lieutenant to CAP Major General. CAP flight officer grades are for senior members who qualify for appointment as a CAP officer but are below the age of 21 and range from flight officer to senior flight officer. CAP non-commissioned officer grades are for senior members who are current or former military non-commissioned officers and do not wish to be considered for CAP officer grade and range from staff sergeant to chief master sergeant. The CAP grade of CAP Major General is reserved for current and former CAP National Commanders. The CAP grade of CAP Brigadier General is reserved for current and former CAP National Vice Commanders. The CAP grade of CAP Colonel is reserved for current and former CAP wing and region commanders, and national level corporate officers.

**A1.4. Organization.** CAP units are organized primarily along a geographic basis that was used during World War II. The national organization is divided into 8 CAP regions and 52 CAP wings. The CAP wings consist of the 50 states, the District of Columbia, and the territory of Puerto Rico. The organizational structure of CAP loosely follows the structure used by the Air Force. CAP controls the number and types of units in its organization. A current CAP member in good standing commands each CAP organizational element. The current organizational structure of Civil Air Patrol appears in [Figure A1.1](#).

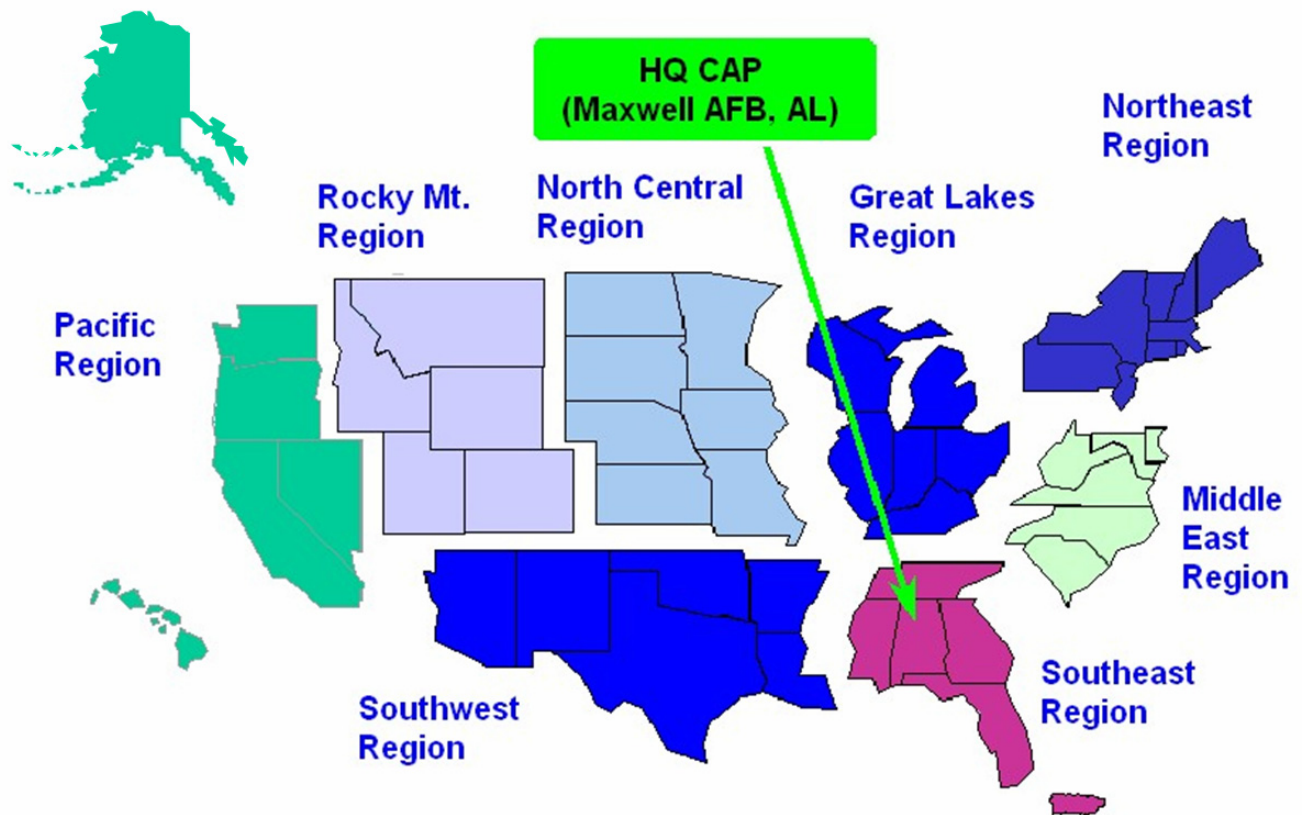
**Figure A1.1. Civil Air Patrol Organizational Chart.**

**A1.4.1. CAP National Commander and National Vice Commander.** The CAP National Commander is the senior corporate officer of CAP Corporation and holds the CAP grade of CAP Major General. The CAP National Vice-Commander, who holds the grade of CAP Brigadier General, assists the CAP National Commander.

**A1.4.2. CAP National Headquarters.** The CAP National Headquarters is the principle administrative organization within CAP. This is the only organization within CAP that has a full time paid staff except for the CAP Wing Administrators.

**A1.4.3. CAP Regions.** Each of the eight CAP regions consists of from five to nine CAP wings in a geographic region of the nation. A member in the grade of CAP Colonel commands each region. Each region has an administrative headquarters unit. The CAP National Commander appoints the region commanders. The current composition of the eight CAP regions and 52 wings appears in [Figure A1.2](#).

Figure A1.2. CAP Regions and Wings.



A1.4.4. **CAP Wings.** Each CAP wing is organized within the geographic boundaries of the 50 states, the District of Columbia, and the territory of Puerto Rico. Wings take their origin from World War II when the defense forces within each state and territory were organized into a State Area Command. The number of senior and cadet members in a wing range from several hundred to over 4000. A member in the grade of CAP Colonel commands each wing. Each wing has a headquarters unit for administration. A wing may be further organized into groups, squadrons, and flights. Region commanders appoint the wing commanders within their region.

A1.4.5. **CAP Groups.** CAP wings may organize squadrons into groups. A group is organized to cover a geographic area of a wing. The number of senior and cadet members in a group typically ranges from 100 to 300 or more. CAP groups are typically commanded by a member in the grade of CAP Lieutenant Colonel. Each CAP group may have a headquarters unit for administration. The CAP wing commander appoints the group commanders within their wing.

A1.4.6. **CAP Squadrons.** CAP squadrons range in size from less than twenty to over 100 personnel. CAP squadrons may be organized on a geographic or functional basis, or both. There are three types of CAP squadrons. CAP senior squadrons consist entirely of CAP senior members and tend to be orientated towards the operational missions of CAP. CAP cadet squadrons carry out the CAP cadet program and consist mostly of CAP cadets with a small number of CAP senior members to provide guidance and oversight. CAP composite squadrons are comprised of both cadets and senior members. A member typically in the grade of CAP Major or CAP Lieutenant Colonel commands a CAP squad-

ron. The wing commander or group commander (in wings with groups) appoints squadron commanders within their commands.

A1.4.7. **CAP Flights.** CAP flights are established in areas where there are insufficient numbers of senior or cadet members to form a squadron. Flights are organized on the same basis and types as squadrons. Flights may be attached to other squadrons or report directly to groups or wings. A member typically in the grade of CAP Captain commands flights. The immediate CAP commander appoints CAP flight commanders.