

**STATEMENT OF WORK  
FOR  
CIVIL AIR PATROL**

**1 Oct 2001**

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**STATEMENT OF WORK FOR CIVIL AIR PATROL**

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**STATEMENT OF WORK  
FOR  
CIVIL AIR PATROL**

**1. Civil Air Patrol**

**1.1. Statement of Work (SOW).** The purpose of the SOW is to specify Air Force requirements for services that CAP is to perform in furtherance of the non-combat missions of the Air Force.

**1.2. CAP Responsibilities.** CAP shall develop 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. These documents and waivers to same are subject to approval by the Air Force.

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## **2. Support to USAF, CAP Missions, and Chaplain Service**

### **2.1. General**

**2.1.1. Overview.** The Air Force may use CAP in fulfilling Air Force non-combat missions. CAP, as an Air Force auxiliary, shall maintain a capability to meet the requests of the Air Force and assist local, state, and Federal agencies or activities. This section outlines the employment of CAP by the Air Force and the missions assigned to CAP by the Air Force.

**2.1.2. Training to Perform Air Force-Assigned Missions.** CAP is responsible for the safety, training, qualification, conduct, and performance of their personnel in support of Air Force-assigned missions. To ensure mission capability, CAP shall establish a training program that provides a sufficient number of qualified personnel to perform Air Force-assigned missions effectively. Training plans will be submitted to CAP-USAF not later than 31 July for the next fiscal year.

### **2.2. CAP Support to USAF**

**2.2.1. General.** The Air Force may use CAP units and personnel in fulfilling Air Force non-combat missions. HQ CAP-USAF is the coordinating/approving authority for using the CAP. CAP will refer to Air Force missions assigned to CAP as Air Force-assigned missions.

**2.2.2. Objective.** The objective of Air Force-assigned missions is to employ CAP's resources to accomplish the non-combat missions of the Air Force in accordance with 10 U.S.C. 9442.

**2.2.3. Liability/Legal Status.** With respect to any act or omission of the Civil Air Patrol, including any member of the Civil Air Patrol, the Civil Air Patrol shall be deemed to be an instrumentality of the United States when it is engaged in the performance of Air Force-assigned missions in accordance with 10 U.S.C. 9442(b)(1). CAP shall ensure any supported organizations are aware that CAP is not deemed an instrumentality of the United States for any missions which are not Air Force-assigned.

**2.2.4. Priority for Support.** As an auxiliary of the Air Force, CAP shall establish the priority for employing CAP resources as first, the Air Force, then other DoD departments and agencies, other federal departments and agencies, state civil agencies, and finally, local agencies.

**2.2.4.1. Memoranda of Understanding/Letters of Agreement.** All memoranda of understanding (MOU) and letters of agreement (LOA) between CAP and other agencies or organizations which confer Air Force mission status as described in section 2 of this SOW shall be submitted for review and approval by CAP-USAF/CC prior to implementation.

**2.2.5. Air Force Liaison Office.** With the concurrence of the respective Region or Wing commander, Air Force liaison personnel (State Director/Deputy State Director) may occupy office space in CAP Region or Wing facilities. Where CAP incurs documented out-of-pocket occupancy costs (such as, but not limited to, rent, utilities, insurance) CAP-USAF shall pay to the Region or Wing a portion of such costs in proportion to the amount of space occupied.

### **2.3. CAP Missions**

**2.3.1. General.** CAP, as an Air Force Auxiliary, shall maintain a capability to assist the Air Force in performing its roles, missions, and operations in a timely manner and to assist Federal, state, and local agencies or activities. This section describes missions CAP currently performs as an Air Force Auxiliary. The Secretary of the Air Force may use the services of CAP to assist the Air Force in performing roles, missions, and operations and also expects CAP to support Air Force missions.

**2.3.1.1. Air Force Oversight.** CAP-USAF has authority to suspend Air Force mission status based on safety concerns, or suspected fraud or criminal activity, until CAP rectifies these concerns. CAP-USAF Commander will inform the CAP Executive Director of suspension actions in a timely manner.

**2.3.1.2. Senior Member Professional Development.** Senior member professional development should blend specialty training, command and staff experience, and leadership and management education into a progressive program resulting in advanced CAP rank and the award of certificates, ribbons, and other favorable indicators of CAP service. CAP should provide mandatory training to all senior members on Air Force and CAP core values, cadet protection, and new member orientation.

### **2.3.2. Emergency Services**

**2.3.2.1. Search and Rescue/Disaster Relief.** CAP shall conduct air/ground search and rescue (SAR) and disaster relief (DR) in response to man-made events or natural disasters. SAR operations are normally requested by the Air Force Rescue Coordination Center and/or other DOD joint rescue coordination centers and carried out under Air Force authority. Disaster relief operations are normally requested and coordinated by local/state/federal emergency management authorities and authorized by the Air Force National Security Emergency Preparedness office.

**2.3.2.2. Radio Communications.** CAP is encouraged to maintain their nationwide communications capability for Air Force mission support to include high frequency (HF), very high frequency (VHF) AM, and VHF-FM (fixed, mobile, and repeater systems). CAP is encouraged to operate national, regional, and



local communications networks to provide appropriate levels of connectivity during national, regional, or local emergencies or major disasters.

**2.3.2.3. Other Air Force/DOD Missions.** This section lists other Air Force/DOD missions that are coordinated through appropriate agencies.

**2.3.2.3.1. Support to DOD/Federal Agencies.** Missions include, but are not limited to, aerial damage assessment (visual, photographic, and video), filling sandbags for flood control, and light load airlift (including parts, personnel, and packages).

**2.3.2.3.2. Military Support to Civil Authorities.** Missions include, but are not limited to, aerial damage assessment (visual, photographic, and video), and light load airlift including parts, personnel, and package transport.

**2.3.2.3.3. Counter-Drug (CD) Missions.** CAP shall perform CD missions in accordance with public law.

**2.3.2.3.3.1. CD Administrative Reimbursement.** Each CAP wing shall separately account for the administrative overhead reimbursements.

**2.3.2.3.3.2. CD Flying Hour Program.** In order to conduct CD missions, CAP shall develop a mission requirements-based annual CD flying hour program for use within each participating CAP wing. CAP shall provide these requirements to CAP-USAF by 1 October 01 and each year thereafter, contingent upon extension of the Cooperative Agreement through the next Federal fiscal year in accordance with Article 5 of the Cooperative Agreement. This shall be integrated into a prioritized regional and national level program for review by CAP-USAF, United States Customs Service, United States Forest Service, and the Drug Enforcement Administration (CAP's three major CD customers).

**2.3.2.3.3.3. Feedback.** CAP shall develop a CD program formal feedback system for each CAP wing using written, results-oriented feedback from each of CAP's major CD customers as defined in section 2.3.2.3.3.2. Each customer will be required to provide this feedback annually beginning 1 Oct 02 and each year thereafter, contingent upon extension of the Cooperative Agreement through the next Federal fiscal year in accordance with Article 5 of the Cooperative Agreement. Prior to obtaining CAP CD mission support, each customer will agree in writing to provide this level of feedback annually. CAP shall put this requirement into all existing and all future memoranda of understanding or letters of agreement with customers. CAP shall provide quarterly reports to CAP-USAF summarizing the support provided all CD customers. Individual reports used in compiling this summary will be made available to CAP-USAF upon request.

**2.3.2.3.3.4. Drug Demand Reduction (DDR).** Missions include, but are not limited to, Middle School Initiative and cadet orientation rides.

**2.3.2.3.4. Support to Law Enforcement.** CAP is subject to the restrictions of 10 U.S.C. chapter 18 when performing Air Force-assigned missions. Permitted activities include aerial reconnaissance, airlift, and communications support. Prohibited activities include surveillance of persons and transportation of prisoners.

**2.3.2.3.5. Survey flights.** Missions include but are not limited to IR, VR and SR low-level route surveys.

**2.3.2.3.6. Ground Teams.** Ground teams for SAR and DR are permitted. Ground teams may not participate in CD operations.

**2.3.3. CAP Cadet Program.** CAP shall conduct a comprehensive cadet program. CAP shall incorporate into or maintain as an element of their cadet program specific elements contained in this section. The cadet program shall provide study and involvement in five areas: aerospace education, leadership laboratory, moral leadership, activities, and physical fitness. This program shall accommodate US dependent youth interested in participating in CAP at US Air Force installation host squadrons on installations outside the United States, its territories, and possessions. Where practical, this program should make accommodations for physically and mentally challenged individuals. Per the provisions of 10 U.S.C. Sec 9444 (b) (11), Air Force support, including appropriated funds, is authorized for the CAP cadet program consistent with furthering the fulfillment of Air Force missions and objectives.

**2.3.3.1. Aerospace Education.** This portion of the cadet curriculum shall orient the cadets to the diversity of the aerospace community. It should develop an understanding of flight, military and civilian aviation, aircraft and space vehicle power plants, navigation, weather, air traffic control, and the social, political, and economic impact of aerospace.

**2.3.3.2. Leadership Laboratory.** This curriculum area shall expose the cadet to opportunities to learn and practice basic leadership, administration, and management techniques.

**2.3.3.3. Moral Leadership.** This area of the program shall provide cadets with a forum to discuss core values under the leadership of a properly endorsed, trained, and qualified chaplain or moral leadership officer. The purpose shall be to allow cadets to develop their own moral foundation. The program shall include an understanding of Air Force and CAP core values.

**2.3.3.4. Activities.** Cadets should be encouraged to participate in unit activities and in activities at the higher echelons. These activities should include but not limited to the following:

1. Air Force career exploration courses
2. Leadership courses
3. Flight training
4. International Air Cadet Exchange

**2.3.3.5. Physical Fitness.** This area of the program should be tailored to the cadet's age group and physical limitations. The goal should be to provide an early exposure to physical fitness and develop a lifetime commitment to physical fitness into the cadet corps. Where practical, this area of the program should make accommodations for physically challenged individuals.

**2.3.3.6. International Air Cadet Exchange.** Civil Air Patrol is the official U.S. representative to the International Air Cadet Exchange Association; as such, Civil Air Patrol should conduct a program of international relations for cadets by participating in the exchange of air cadets and escorts with the member nations.

**2.3.4. CAP Aerospace Education Program.** CAP is encouraged to continue to develop a comprehensive internal and external aerospace education program to fulfill the corporate purposes stated in 36 U.S.C. Sec 40302 which allow CAP to: (1) provide aviation education and training for its cadet and senior members and (2) to encourage and aid American citizens in the promotion of general aviation and in understanding the importance of air supremacy. Per the provisions of 10 U.S.C. Sec 9444 (b) (12), Air Force support, including appropriated funds, is authorized for CAP aerospace education programs consistent with furthering the fulfillment of Air Force missions and objectives.

**2.3.4.1. The Internal Aerospace Education Program.** CAP shall develop as part of the Cadet Program, an aerospace education program to educate cadets on subjects such as the principles of flight, military aviation, aircraft and space vehicle power plants, navigation, weather, air traffic control, and the social, political, and economic impact of aerospace. Because CAP senior members are responsible for instructing and mentoring cadets, CAP will continue to develop educational products to increase the senior member's knowledge of aerospace subjects. CAP will also provide aerospace educational products and programs, not only to assist senior members in carrying out their cadet education and training responsibilities, but also to help them in their service to local schools and community organizations.

**2.3.4.2 The External Aerospace Education Program.** CAP will continue its external aerospace education program which serves to enhance: (1), the general public's understanding of aerospace and its importance to our society; (2), the role aerospace supremacy plays in national security; (3) the need for a maintaining a strong Air Force and (4), aerospace career opportunities

for America's youth, including Air Force career opportunities. The conduit for implementing this program will remain primarily that of providing assistance to the American school system. CAP will continue to provide national standards-based educational materials to school systems and especially to CAP's Aerospace Education Teacher Members. Additionally, CAP will continue to support aerospace education conferences for teachers and will support aerospace education workshops in educational institutions. And, CAP will continue to establish and maintain aerospace education networks with state, regional and national organizations.

**2.4. CAP Chaplain Service.** The CAP chaplain service should be modeled after the Air Force Chaplain Service. CAP chaplains should meet equivalent educational standards as Air Force chaplains and should obtain ecclesiastical endorsement/approval from a religious official approved by the DoD Armed Forces Chaplain Board.

### **3. Air Force Support to CAP**

**3.1. General.** The Air Force may provide personnel, materiel, and financial support for CAP, in accordance with applicable law and Air Force personnel, fiscal, and material restraints.

**3.1.1. Air Force Liaison Personnel.** Air Force liaison personnel may consist of active duty or reserve military personnel, or civilian personnel. Air Force members may be assigned at CAP national, region, and wing levels. CAP-USAF/CC is the sole authority to hire, certify and decertify individuals for these positions. CAP-USAF/CC determines liaison organization, structure, and the duties of the State Directors and Deputy State Directors.

**3.1.2. Air Force Installation Support.** CAP may be provided services and facilities necessary for mission accomplishment, including temporary billeting, messing, and ground transportation, by Air Force installations at the discretion and expense of the installation commander. This discretionary support must include sufficient numbers of licensed/qualified drivers/operators for any ground transportation provided for use by CAP during the period of its use. CAP units will make all requests for Air Force support through their CAP wing headquarters and CAP wing liaison staff to the CAP-USAF liaison region commander.

**3.1.3. Region Directors of Aerospace Education (RDAE) Support.** The CAP RDAEs are CAP corporate employees who are assigned to each of CAP's eight geographical regions. These employees implement nationally approved aerospace education programs within their respective regions. These aerospace education programs are developed for CAP units as well as for educational institutions. Each RDAE's conditions of employment and performance standards are determined by the CAP Executive Director. To increase the efficiency and effectiveness of these employees, they are generally collocated with the CAP-USAF LR/CC's office, unless special circumstances dictate otherwise. Air Force support to RDAEs includes, but is not limited to, office space, general administrative equipment, supplies and postage, USAF Reserve support, airlift assistance for aerospace programs, and USAF installation assistance.

**3.1.4. Airlift.** Airlift support is permitted for official CAP activities in accordance with DoD 4515.13R, Air Transportation Eligibility, November 1994, Chapter 20, and is coordinated through CAP-USAF/XO.

**3.1.5. National Headquarters Building.** The Air Force may provide CAP office and administrative space at Maxwell AFB AL. CAP-USAF will approve all building work orders. CAP-USAF will function as building custodian to maintain control of building access, including key control. CAP-USAF will control access to all classified material. CAP-USAF will determine the necessity (if any) of and manage all security clearances for CAP personnel.

**3.1.6. Training.** CAP-USAF shall monitor Air Force-sponsored training opportunities for CAP members. CAP participation at Air Force-sponsored training will be approved by CAP-USAF and at the discretion of the training organization.

**3.1.7. Cadet Uniforms.** The Air Force, based on available funding, provides funding for purchase of Air Force uniforms to CAP cadets. These uniforms are to be used to support the CAP cadet program.

#### **4. CAP Structure, Status, and Uniforms**

**4.1. Grade Structure and Status.** CAP's grade structure, grade titles, and grade insignia will comply with AFI 10-2701, "Organization and Function of the Civil Air Patrol." In accordance with public law, CAP membership shall not confer upon an individual armed forces status or any of the rights, privileges, prerogatives or benefits of military personnel, active, reserve or retired.

**4.2. Uniforms.** CAP members are authorized to wear Air Force-style or other CAP uniforms in accordance with CAP regulations. The Air Force is the approving authority for all Air Force-style uniforms. CAP members shall wear either an Air Force-style uniform or an authorized CAP uniform when conducting Air Force-assigned missions unless otherwise requested by the tasking agency for that individual mission. CAP shall ensure that CAP members, while wearing Air Force-style uniforms, adhere to Air Force grooming and appearance standards (plus 10% for weight versus height tables) in accordance with CAP policies. CAP specific changes to the Air Force-style uniform, including wear of badges, devices, patches, and appearance standards will be recommended to the Air Force for approval.

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## **5. Logistics**

### **5.1. Aircraft**

**5.1.1. New Aircraft Requests.** CAP shall request, through CAP-USAF, Air Force funds for the acquisition of aircraft for use in support of Air Force-assigned missions. The Air Force will have approval authority for all aircraft acquisitions for use in support of Air Force-assigned missions.

### **5.1.2. Aircraft Refurbishment/Modernization**

**5.1.2.1. Aircraft Refurbishment.** CAP shall establish and manage a program for the refurbishment of CAP aircraft used in support of Air Force-assigned missions.

**5.1.2.2 . Aircraft Modernization.** CAP shall establish and manage a program for modernization/upgrade of the CAP aircraft fleet used in support of Air Force-assigned missions. The funding for this program will come primarily from appropriated sources. In accordance with DoDGAR 32.34(e), the Aircraft Modernization Account (AMA) account will only be used to offset the costs associated with replacement equipment.

### **5.1.3. Responsibilities for Aircraft Maintenance**

**5.1.3.1. Aircraft Airworthiness.** CAP shall ensure that all of its corporate-owned aircraft are maintained in a safe and operable condition. This shall be accomplished by assuring that all CAP aircraft meet the airworthiness standards established by the Federal Aviation Regulations, CAP directives, and CAP regulations. All CAP requests for waiver from the Federal Aviation Regulations (FAR) with regard to aircraft equipment requirements, inspections, or operating procedures for aircraft used to perform Air Force-assigned missions must be approved in advance by the Air Force.

**5.1.3.2. Aircraft Maintenance.** CAP shall assure that all maintenance, rebuilding, and alteration shall be accomplished in accordance with applicable FARs. Avionics and instrument repair shall only be accomplished by a certified FAR Part 145 avionics repair station.

**5.1.3.3. Aircraft Maintenance/Refurbishment Responsibilities.** CAP shall establish and operate an aircraft maintenance management system to ensure cost effective scheduling of aircraft periodic inspections, tracking of time/flight critical parts, forecasting of maintenance actions, and managing of documents. CAP shall establish and manage an annual operations and maintenance budget for major maintenance, refurbishment, and modernization of all CAP aircraft in support of Air Force-assigned missions. CAP will provide an annual analysis to support the minor maintenance reimbursement rate and submit to CAP-USAF for

approval. This analysis shall be completed and approved by 1 January each year. CAP shall not request funds from the Air Force for repairs which CAP has sought, or intends to seek, payment from other sources.

## **5.2. Vehicles**

**5.2.1. New Vehicle Requests.** CAP shall request, through CAP-USAF, Air Force funds for acquisition of all vehicles for use in support of Air Force-assigned missions. The Air Force will have approval authority for all vehicle acquisition programs for use in support of Air Force-assigned missions.

**5.2.2. Vehicle Funding Responsibilities.** CAP shall manage an annual operations and maintenance (O&M) budget for the refurbishment and maintenance of all CAP vehicles used in support of Air Force-assigned missions. CAP shall not request funds from the Air Force for repairs which CAP has sought, or intends to seek, payment from other sources.

**5.3. CAP Cadet Uniform Program.** CAP shall operate a program for the acquisition and distribution of CAP Cadet uniforms. The Air Force will have approval authority over policy and procedures of the cadet uniform program.

## **5.4. Control of Resources**

**5.4.1. Defense Reutilization and Marketing Office (DRMO).** CAP may screen certain excess personal property materiel from the DRMO system. The governing directive for this process is DoD 4160.21M, Defense Materiel Disposition Manual. CAP-USAF retains the authority to approve and control types and amounts of items screened. CAP/LG has authority for program control with coordination with CAP-USAF/LG.

**5.4.2. CAP Responsibilities.** CAP has an operational and legal responsibility to protect and account for all materiel, services, or facilities furnished by any source. CAP may not resell any federally appropriated or screened materiel, vehicles or aircraft without the written permission of the HQ CAP-USAF Commander. When approved, funds derived from such a sale will be deposited in the CAP Aircraft Modernization Account (AMA), Aircraft Procurement Account (APA) or CAP Support Program accounts and will be spent in accordance with DoDGARs.

**5.4.3. CAP Control of Resources.** In the event the Air Force determines that CAP has inadequate control over its resources, the Air Force may freeze or suspend CAP Wings from receiving the following federally funded items: acquisition of equipment/supplies from DRMO and the National Technology Center (NTC), vehicles, aircraft, communication equipment, computers, upgrades to aircraft, all new or used equipment, aircraft, and vehicles.

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## **6. Finance**

**6.1. Programming and Budgeting.** In order to allow Air Force to fund CAP programs, CAP shall provide to CAP-USAF a Program Objective Memorandum (POM) request, a Financial Plan, and a Budget Execution Report annually in accordance with CAP-USAF established timeframes, guidelines, and formats. Timeframes and guidelines should be such that CAP-USAF can comply with Command requirements. These reports will 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.

**6.2. Financial Reporting.** Financial reporting will be in accordance with DoDGARs Sections 32.51 through 32.53. Annual reports will be due 90 calendar days after the Federal fiscal year end. Financial reporting shall be conveyed using AF 269 or SF-269A. Reporting for purposes of the Cooperative Agreement and this Statement of Work shall be on an accrual basis.

**6.3. Financial Information Retention and Access.** Financial record retention and access shall be in accordance with DoDGARs Section 32.53. CAP shall provide the Air Force access to financial information in accordance with DoD 3210.6-R. CAP-USAF will have a representative at all national finance committee meetings. CAP-USAF will be provided with copies of information distributed at those meetings plus copies of all minutes.

**6.4. Payments.** In accordance with the Cooperative Agreement, Article 10.A., when consistent with 10 U.S.C. 9444, payments will be made in advance, subject to the conditions described in DoDGARs Section 32.22. Advances will be made based on CAP's estimate of cash flow requirements. Advances shall be made by submitting an original and two copies of the SF 270, "Request for Advance or Reimbursement", to the Grants Administration Office, with a copy to CAP-USAF. CAP shall develop a system to ensure accountability of the individual CAP Wings (states) to submit CAP Forms 108 in a timely manner.

**6.5 Single Source.** CAP will not use Program funds to pay for expenses paid or reimbursed with funds from other sources.

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## **7. Inspector General**

**7.1. Inspector General Program.** CAP shall operate an inspector general program similar to the Air Force program described in the 90 series of Air Force publications. CAP-USAF/CC will first attempt to resolve all concerns with the CAP leadership. If further review is necessary, concerns will be passed to the CAP Board of Governors, which has the final authority over the CAP IG program.

**7.1.1. CAP Inspection Program.** CAP and CAP-USAF shall operate a joint inspection system similar to the Air Force program.

**7.1.1.1. Wing Inspection Program.** CAP and CAP-USAF shall operate a joint CAP wing level inspection system similar to the Air Force program. Wings will respond within timelines established by CAP regulations. Results of inspections will be forwarded to Headquarters CAP and CAP-USAF for tracking. CAP-USAF/CC will first attempt to resolve all concerns with the CAP leadership. If further review is necessary, concerns will be passed to the CAP Board of Governors, which has the final authority over the CAP IG program.

**7.1.1.2. Inspection Program Below CAP Wing Level.** CAP shall develop and operate an inspection system for CAP units below the CAP wing level similar to the Air Force program. Results of inspections will be filed at Wing Headquarters and available for review by Headquarters CAP and CAP-USAF on request.

**7.1.1.3. Short Notice Inspections.** CAP shall develop a viable, short-notice, inspection program for CAP units having assigned aircraft or mission pilots.

**7.1.2. Complaints Program.** CAP shall operate a complaints system to prevent, detect, and correct any fraud, waste, mismanagement or deficiency, cadet protection issue, or abuse of authority similar to the Air Force program.

**7.1.2.1. Protection.** Protections will be provided to CAP members as part of the complaints program similar to the Air Force “whistleblower” protection program.

**7.1.2.2. Senior Level Complaints.** Complaints against senior level CAP personnel (sitting Wing and Region Commanders and other national officers ) shall be forwarded to Headquarters CAP and CAP-USAF for review.

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## **8. Safety**

**8.1. Safety.** CAP shall maintain a safety program that complies with all applicable sections of the following regulations/directives, as determined by HQ CAP-USAF: Air Force safety publications, Occupational Health and Safety Administration guidelines, and Department of Defense Explosives Safety Board regulations.

**8.1.1. Flight Safety.** All incidents and accidents will be reported through the CAP wing liaison office (State Director or Deputy State Director) and CAP-USAF LR/CC to CAP/DOR and CAP-USAF/SE. Failure to report incidents/accidents may result in withdrawal of Air Force mission status of the unit or wing. Results of investigations and recommended corrective actions will be forwarded through the CAP wing liaison office and CAP-USAF LR/CC to CAP/DOR and CAP-USAF/SE. CAP-USAF/CC may review all actions taken against CAP personnel involved in any incident/accident, but review is mandatory when damage and repair estimates exceed \$500. CAP-USAF/CC will first attempt to resolve all concerns with the CAP leadership. If further review is necessary, concerns will be passed to the CAP governing board, which has final authority on any disciplinary action taken against CAP personnel involved in the accident/incident.

**8.1.2. Flight Mishaps.** CAP flight accidents will be investigated by the National Transportation Safety Board (NTSB). Mishaps not meeting NTSB accident criteria will be investigated IAW CAP guidelines. CAP-USAF retains the right, with NTSB concurrence, to provide a member to the NTSB's mishap investigative process. Additionally, the Air Force retains the right to conduct an independent mishap investigation.

**8.1.3. Ground Safety.** All ground incidents and accidents will be reported through the CAP wing liaison office and CAP-USAF LR/CC to CAP/DOR and CAP-USAF/SE. Results of investigations and recommended corrective actions will be forwarded through the CAP wing liaison office and CAP-USAF LR/CC to CAP/DOR and CAP-USAF/SE. CAP-USAF/CC may review all actions taken against CAP personnel involved in any incident/accident, but review is mandatory when damage and repair estimates exceed \$500.



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## **9. Flight Operations**

**9.1. Flight Management.** CAP shall establish and operate a flight management program governing all CAP flight activities by 31 January 02. CAP-USAF will have approval authority over all flight management programs and activities in support of Air Force-assigned missions.

**9.1.1. Requirements.** At a minimum, the CAP flight management program shall address the following general areas: 1 - general operating procedures, 2 - flight time and duty-day limitations, 3 - annual emergency procedures and aircraft operating limitations evaluation, 4 - FAA and CAP aircrew qualifications, requirements, and mission qualification currencies, 5 - standardization and evaluation procedures, 6 - aircrew proficiency requirements, 7 - CAP flight release procedures, and 8 - qualifications, responsibilities and procedures for flight release officer. Specific flight management program requirements are contained in various parts of section 9.

**9.1.2. Aircrew Data.** CAP shall establish and maintain data on all CAP aircrews by 31 January 02. CAP and CAP-USAF personnel at all levels in the organization shall have access to individual aircrew data at all levels at and below their position. At a minimum, aircrew data for each CAP pilot will include:

1. Qualification dates (and expiration dates if applicable) of Federal Aviation Administration (FAA) pilot and medical certificates (to include commercial, airline transport pilot, and instrument rating if applicable).
2. CAP membership expiration date.
3. CAP Form 5 and 91 check ride expiration dates.
4. Expiration date of FAA biennial flight review.
5. Qualification dates for designating pilots as cadet orientation pilot, AFROTC orientation pilot, check pilot, instructor pilot, mission check pilot, and flight release officer (if applicable).
6. A listing of each specific aircraft that the CAP pilot is qualified in.
7. Dates for specialty qualification, (CAP Form 101), mountain flying qualification, night currency, and landing currency.

**9.1.3. Wing Standardization/Evaluation Officers.** Each CAP wing shall have a Standardization/Evaluation Officer who shall administer the check pilot program within their respective CAP wing, to include evaluation and certification of check pilots. The Air Force will fly annually (using the CAP Form 5 Flight Evaluation profile) with each CAP wing Standardization/Evaluation Officer. The purpose is

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to allow the Air Force to review CAP's training and standardization/evaluation procedures.

**9.1.4. Check Ride Trend Analysis.** CAP wings shall report to the Air Force Liaison Region on a semi-annual basis (1 January and 30 June) the number and type of failures of check rides.

## **10. Planning**

**10.1. Strategic Plan.** CAP shall develop a strategic plan that will be used to form the basis for planning and programming near-term goals and future mission requirements.

**10.2. Planning Process.** The planning process should facilitate identification of mission needs, and allow for evaluation/approval of requirements by the CAP Governing Board.

**10.3. Aircraft Requirements.** CAP shall develop and maintain aircraft fleet requirement standards to substantiate acquisition, assignment, use, and disposal of aircraft to support Air Force-assigned missions. Requirement standards shall consider factors such as unit size, unit mission, response time, and the unit's area of operation to substantiate the number and type of aircraft required, and shall consider lease versus purchase option. The Air Force will assist CAP in this process. CAP will develop these requirements by 31 January 02, contingent upon extension of the Cooperative Agreement through the next Federal fiscal year in accordance with Article 5 of the Cooperative Agreement.

**10.4. Aircraft Utilization Rate.** CAP shall establish an aircraft utilization rate in support of Air Force-assigned missions. Beginning 30 September 02 and biennially thereafter, CAP shall perform an analysis of the size of its aircraft fleet using requirement standards established in section 10.3 and adjust the disposition of its aircraft fleet accordingly.

**10.5. Radio Communication Requirements:** CAP shall develop and maintain communications requirement standards to substantiate acquisition, assignment, use, and disposal of a mobile land radio system to support Air Force-assigned missions. Requirement standards shall consider factors such as unit size, unit mission, response time, and the unit's area of operation to substantiate the number and type of communication required. The Air Force will assist CAP in this process. CAP shall develop these requirements by 31 March 02.

**10.6. Vehicle Requirements.** CAP shall maintain vehicle fleet requirement standards to substantiate acquisition, assignment, use, and disposal of vehicles to support Air Force-assigned missions. Requirement standards shall consider factors such as unit size, vehicle utilization rate, unit mission, response time, the unit's area of operation, and lease versus purchase options to substantiate the number and type of vehicles required. CAP shall maintain a vehicle control program, whereby each unit authorized assigned vehicles designates a vehicle control point of contact. The Air Force will assist CAP in this process.

**10.7. Vehicle Utilization Rate.** CAP shall establish a vehicle utilization rate in support of Air Force-assigned missions. Beginning in February 02 and biennially thereafter, CAP shall perform an analysis of the size of its vehicle fleet using

requirement standards established in section 10.6 and adjust the disposition of its vehicle fleet accordingly.

**10.8. Equipment/Supplies Requirements and Standards.** CAP shall develop equipment and supplies requirement standards to substantiate acquisition, assignment, use, and disposal of equipment and supplies to support Air Force-assigned missions. CAP shall establish an allowance standard for equipment and supplies for CAP personnel and organizational elements in support of Air Force-assigned missions. The Air Force will assist CAP in this process. CAP will develop these requirements by October 02 and biennially thereafter, contingent upon extension of the Cooperative Agreement through the next Federal fiscal year in accordance with Article 5 of the Cooperative Agreement.

## **11. General**

**11.1. Regulations, Policies, Plans, and Programs.** CAP shall revise or develop regulations, policies, plans, and programs as required to accomplish Air Force-assigned missions as stated in this statement of work. CAP regulations, policies, plans and programs governing Air Force-assigned missions will be submitted for review and approval by the Air Force prior to implementation by CAP.

**11.2. Delegation of Authority by Air Force.** 10 U.S.C. 9442(b) and 9444 authorize the Secretary of the Air Force to provide assistance to CAP and to utilize CAP to fulfill non-combat missions of the Air Force. The Secretary of the Air Force may delegate this authority to Air Force personnel and organizations as required. Unless specifically stated otherwise, all approval by the Air Force of CAP programs, policies, or activities and coordination between CAP and the Air Force will be accomplished through CAP-USAF.

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## **APPLICABLE DOCUMENTS**

PL 79-476, 36 U.S.C. 40301  
PL 106-398, 10 U.S.C. Chapter 909

18 U. S. C., 1385  
32 CFR 32.21  
DoD 3210.6-R, Part 32.34  
DoD 4160.21M, Mar 1990, with Change 1  
DoD 4515.13R, Jan 1980  
DFAS-DER 177-102  
DFAS-DER 7010.2-R  
AFPD 36-50  
AFPD 90-2  
AFPD 90-3  
AFI 36-5001  
AFI 65-601, Volume 1 & Volume 2  
AFI 90-201  
AFI 90-301  
CAP-USAFI 65-111



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## GLOSSARY

**Active Senior Member.** A member who regularly attends meetings, performs a specific duty assignment, meets training requirements, and participates in the activities of his or her unit.

**Civil Air Patrol (CAP).** Civilian organization chartered by congress in 1946. CAP is a nonprofit, civilian corporation under Public Law 79-476, 36 U.S.C. 40301. CAP is an auxiliary of the Air Force under Public Law 106-398, 10 U.S.C. 9441.

**CAP Member.** The individual members of the CAP. Members of CAP are volunteers who donate their time and effort to support the goals and objectives of CAP and its role as an auxiliary of the Air Force.

**Civil Air Patrol-United States Air Force (CAP-USAF).** Air Force organization responsible for advice, liaison and Air Force oversight of the CAP. CAP-USAF is manned by active duty, reserve, and civilian Air Force personnel (may also include Air Force contract personnel).

MODIFICATION TO THE AGREEMENT

BETWEEN

The United States Air Force  
555 E Street East  
Randolph AFB TX 78150-4440

AND

The Civil Air Patrol  
105 S Hansell St., Bldg 714  
Maxwell AFB AL 36112-6332

Agreement No: F41689-00-2-0001  
Modification No: P00014  
Effective Date: 15 Nov 01  
Authority: Article 8 and 10 U.S.C. 9444  
Appropriation: N/A

The purpose of this modification is to incorporate a revised Statement of Work.

1. The attached Statement of Work for Civil Air Patrol dated 1 October 2001 is hereby incorporated as Attachment 1 to the Agreement and substituted for the Statement of Work for Civil Air Patrol dated 10 Jul 2000 which is hereby deleted in its entirety.
2. The title of Attachment 1 on page 12 of the Agreement is changed from "Statement of Work for Program Requirements" to "Statement of Work for Civil Air Patrol."
3. All other terms and conditions under the agreement remain in full force and effect except as otherwise specified herein.

FOR THE CIVIL AIR PATROL, INC.

  
ROBERT L. BROOKS, Colonel, CAP DATE:  
Executive Director 16 Nov 01

FOR THE UNITED STATES OF AMERICA

  
MARY E. TYLER DATE: 30 Oct 01  
Grants Officer