



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

20 January 2010

MEMORANDUM FOR BOARD OF GOVERNORS, NATIONAL BOARD & ADVISORS

SUBJECT: 2009 Review

1. The 2009 year has been one filled with incredible achievements for Civil Air Patrol. Not only do we want to renumerate these accomplishments, but we want to thank each one of the more than 59,000 volunteers, members of the Board of Governors, national headquarters staff and our devoted supporters at all levels. The dedicated service and outstanding contributions each of you provides every day truly make Civil Air Patrol a great asset to communities all across the nation.

2. It is always amazing to look back at Civil Air Patrol's accomplishments each year. At the beginning of each year we set stretch goals together – something we started in 2008 – and the transparency of our goals, the team approach we bring to our work, the care we give to our employees, volunteers and other teammates, and the accountability we demand provides excellent results. The great pride we feel continues from our results in 2009, when there were some remarkable firsts within the organization, including:

- Launching a new online initiative, “Volunteer Now”, which replaces the CAP News Online site. This latest communications tool is a one-stop shop for the latest news and information about citizen volunteers in Civil Air Patrol. The new site brings the *Volunteer* magazine, photo album, videos, news and live-streaming segments into one easy-to-navigate location.
- Completely renovating National Headquarters at Maxwell AFB, Alabama, thanks to a \$5M + allocation from the Air Force. The new floor plan removes unusable mechanical rooms and original dispensaries left from the building's original hospital design. The building remodel, scheduled for completion in March of 2010, includes new plumbing, wiring, lighting, insulation and HVAC.
- Modifying two Civil Air Patrol Cessna 182Q aircraft with the “Surrogate Predator” advanced sensor system and beginning to support the Air Force Green Flag training exercises.
- Debuting the Blackboard Online Learning Management System, which provides state-of-the-art technology for quality online training courses.
- The CAP/CC, CAP-USAF/CC and EX have presented briefings to many general officers and their civilian counterparts across the USAF. This increased awareness has resulted in additional USAF missions being assigned to CAP, and CAP received additional support in other ways from these interactions.

3. We are also pleased to report that Civil Air Patrol was responsible for saving 72 lives across the country in 2009, the direct result of our members' skill and determination. These saved lives were only possible because of the quick response, effectiveness and safe execution our members demonstrated while conducting these search and rescue missions. Additionally, countless lives were impacted by the hundreds of disaster relief, counterdrug and homeland security missions performed by CAP. Our volunteers' courageous and selfless actions not only show their

compassion for their fellow citizens but their actions also fulfill the primary mission of Civil Air Patrol emergency services – to save lives.

4. With these incredible “firsts” and the successes in life-saving in mind, let us look back at some of 2009’s other major achievements in Civil Air Patrol’s key mission areas –operations and emergency services, cadet programs, aerospace education and professional development – as well as at other vital support functions.

➤ **Cadet Program Achievements**

- Cadet membership increased to 23,800 youth nationwide, a 7.8% increase from 2008.
- A new Cadet Blog (www.capmembers.com/cadets) was launched, and it received 198,000 visits in 2009.
- Orientation flights were provided to 7,404 cadets; these included 8,208 hours in powered aircraft and 2,191 glider sorties (up 20% from last year).
- The National Cadet Competition was held at the Evergreen Aviation Museum in Oregon, home of the Spruce Goose. The Air Force Vice Chief of Staff, Gen. William Fraser III, was our distinguished guest. Top honors were won by Utah’s drill team and New York’s color guard.
- The National Cadet Special Activities program, a vibrant array of 30+ summer activities, introduced 1,314 cadets to advanced concepts in leadership, character development and aerospace-related careers. The first Air Force Civil Engineering Academy, held at Tyndall AFB, graduated 24 cadets and a new partnership with AFJROTC graduated five cadets from Honors Camps. The 62nd annual International Air Cadet Exchange sent 75 CAP members abroad while accepting 75 international participants from 14 different nations.
- CyberPatriot II, an AFA-sponsored cyber defense competition for youth, had 55 CAP teams participating; Four of the eight teams advancing to the national-level championship this winter are CAP teams.
- More than \$300,000 in college and flight scholarships for CAP members were administered, an increase of 50 percent over recent years.
- Several new curricula resources were published. They included “Respect on Display”, “Orientation Flight Syllabus”, “Cadet Program Officers’ Handbook”, “Learn to Lead Activity Guide”, and Drill and Ceremonies instructional videos. CAP also released a new “Cadet Life” recruiting video that focuses on opportunities available to first-year cadets.

➤ **Aerospace Education Achievements**

- More than 1,100 CAP squadrons and classroom teachers participated in CAP’s 2009 Aerospace Education Excellence (AEX) Award Program. Total cadet/student impact reached more than 30,000 participants.
- Participation in the Aerospace Connections in Education (ACE) program more than doubled for the 2009-2010 school year from 29 to 62 schools – 249 teachers and 6,200 students from 23 states are participating.
- Two new national level AE awards, “Aerospace Education Officer of the Year” and “Aerospace Education Teacher of the Year,” were implemented. The first recipients were recognized at the 2009 Summer National Board.
- New guidance was made available for all CAP AE Officers. CAPR 280-2, Civil Air Patrol Aerospace Mission, and CAPP 15, Aerospace Education Officers’ Handbook, were completely revised in 2009.
- CAP’s Fly-a-Teacher Program (renamed the “Teacher Orientation Program (TOP) Flights”), increased by 16% in 2009 to 296 teachers. Program growth is expected to

continue during 2010.

➤ **Professional Development Achievements**

- The new CAP Officer Basic Course is online for 2010! This course replaces the former “ECI-13” as the educational requirement for completion of Level II in the Senior Member PD Program (CAPR 50-17). The first group of 250 students began on 1 January; additional students will be scheduled every 45 days. This is a significant upgrade for our members, as the ECI-13 had become outdated and had become a stumbling block to our volunteers increasing their professional development.
- The new CAPP 29, “Organizational Excellence Specialty Track,” was launched in 2009. This track has four levels of achievement from “technician” to “executive.” Its purpose is to enhance command and staff performance of CAP senior members through networking those members who can assist (mentors) with those who could benefit from their expertise. More than 200 members are currently enrolled.
- The 2009 National Staff College (NSC) and 2009 Wing Commander Course (WCC) were tremendous successes this past year – 83 students graduated from NSC and 16 from WCC. These top level in-residence courses are a necessity to continue the increased fiduciary duty and professionalism needed of CAP.
- New guidance is now available for all Professional Development (PD) Officers. CAPR 50-17, Senior Member Professional Development Program, and CAPP 204, PD Officer Specialty Track, were completely revised in 2009.

➤ **E-Learning Achievements**

- The Blackboard ProSites Learning Management System pilot program was launched.
- “Blackboard Learn” was selected as CAP’s new e-Learning system.
- The Inspector-General E-Learning Course was developed and deployed through Blackboard.
- A new online CAP Officer Basic Course was deployed.

➤ **Drug Demand Reduction (DDR) Achievements**

- Five hundred eighty squadrons, 7,950 cadets and 6,968 seniors raised drug awareness in 2009 by partnering with local substance abuse prevention agencies across the nation.
- A new, completely comprehensive, cadet learning module was developed for the DDR Program. Entitled “Fit for Flying,” this educational product focuses on the human element in flying and explains how drugs, alcohol and over-the-counter medications can seriously affect human performance in the world of flight.

➤ **Logistics/Mission Resources Achievements**

- Contracting (LGC) executed more than 800 actions involving nearly \$26 million, of which 91% was competitive and 40% went to small, disadvantaged and woman-owned firms. Numerous mission-significant contracts were awarded, including 19 aircraft, nearly 100 vehicles (including 60 purchased on short notice at the end of the year with expiring funds), 330 laptops for field use, association management software, a learning content delivery system, HF/ALE communication equipment, Motorola radio refurbishment, repeater installation and 17 consolidated maintenance contracts, including nine renewals. LGC also supported the purchase of enhanced vision systems, aircraft tugs and numerous facility upgrades for the Alaska Wing and was instrumental in the standup of Surrogate Predator in Louisiana.
- The yearly vehicle buy and the end-of-the-year additional vehicle buy allowed CAP to purchase 98 new vehicles, allowing our wings to replace the oldest vehicles in

their inventories, improving the overall safety and reliability of the vehicle fleet. Sixty of these vehicles were funded using FY09 fallout money from the Air Force. For the first time in recent history we have been able to achieve our annual vehicle buy goals.

- In the aircraft arena, we continue to modernize the fleet by adding new state-of-the-art Cessna 182T aircraft equipped with Garmin G1000 equipment. We were able to buy 19 new 182Ts in FY09 and we also embarked on a new initiative to refurbish some of our older aircraft. We selected five older aircraft in good condition, and equipped them with new engines, applied the CAP paint scheme and upgraded the interiors. To top it off, we added a new avionics package, complete with Garmin 430 GPS, XM weather and Aspen EFD 1000 Pro Evolution Flight Display. Our aircraft of choice was the Cessna 172; however, we have included a 182 this year as proof of concept. We also identified two 182Q aircraft to be modified to support the Surrogate Predator program. These aircraft were re-engined and equipped with sensors currently used on Air Force MQ-1 Predator and MQ-9 Reaper unmanned aircraft. CAP will use this capability to support Army and Marine operations in Green Flag training.
- We continue to pursue the consolidated maintenance transition systematically, increasing the total number of wings involved in the program to 48 and the total number of aircraft to just over 500. Five of our regions are completely enrolled in the program.
- LGS staff teamed with XP and our IT counterparts to create a web-based property management and accountability system. This new system and its governing regulation, CAPR 174-1, provide guidance and standards for acquiring, controlling, managing and disposing of all forms of CAP property. The system successfully completed a beta test period and will be fully deployed in January 2010. This new system combines the best features of CAP's legacy communications and property management systems, and promises to streamline processes, strengthen accountability and improve utilization and protection of valuable CAP resources.
- Our small but efficient mailroom staff has pulled double duty during the renovation of the National Headquarters building, creating a remote mail drop in building 698 and making two daily mail runs to four separate locations to pick up and drop off mail as well as make other distributions. In addition to regular quarterly mail-outs, the mailroom packaged and processed requests for more than 280,000 recruiting items, more than 22,000 AE items and more than 150,000 CAP forms, pamphlets and certificates. While all of this was in motion, they completely reorganized the CAP warehouse, creating unique locations and moving property to improve storage and handling of CAP publications and recruiting material!

➤ **Information Technology Achievements**

- An Online Safety Survey and Approvals application was launched to allow CAP Safety Officers to submit their safety survey reports through channels via the internet.
- The Operations Qualifications Application was updated to comply with the newly released CAPR 60-1.
- A Crisis Plans section in eServices was created for Public Affairs Officers at unit, group, wing and region levels. Members can view/download sample public affairs and communications crisis plans to modify for their individual units.
- The Operational Resource Management System (the replacement for CATS and CEMS) was fielded. This new property management system eliminates most paper property management records.

- Aircraft Ground Handling Training is now available in eServices for CAP members who regularly come in contact with aircraft or supervise air operations. The video is accessed through the CAP multimedia link in the utilities section.
- New capabilities have been added to the Cadet Uniform Application to help expedite the cadet uniform request process. The upgraded application has a new look and feel, yet retains all its former functions. The application is located on both the utilities (left) side and restricted (right) side of eServices, depending on the user's permissions.
- Several new eServices applications have been created or modified to support the Aerospace Education program. Features include online AEM enrollment, online sign-up for the Aerospace Education Excellence (AEX) program and AE participation tracking through the AEX Awards. And finally, AEOs can now order additional support material through the CAP Materials Application.
- New reports are now contained in eServices for all Commanders and Activity Directors to view completion of Operational Risk Management (ORM) Basic and Intermediate, plus Ground Handling Training.
- Permissions to access certain applications within eServices are now tied to members' duty positions. To view which duty positions will automatically receive permissions to applications, check the "Applications Assigned by Duty Position" report located under the "Restricted Apps and WSA Info" section in eServices.
- The Duty Assignment module, located on the restricted side of eServices, has also been upgraded. New features include temporary duty assignment and a new user interface.
- The new FRO appointment module within Operations Qualifications has been released and is now the only way a member may be appointed as a Flight Release Officer.

➤ **Public Awareness Achievements**

- A dynamic news Web site, VolunteerNow (www.capvolunteernow.com) was introduced in September. It features a state-of-the-art design highlighting the achievements of Civil Air Patrol and its members. The site also captures headline news about CAP from print and broadcast media outlets across America. VolunteerNow averaged more than 19,000 hits during its first three months of operation.
- CAP's first unqualified audit was celebrated in a viewbook-style Financial Report that featured financial statements for the fiscal year as well as a lively discussion of our core values presented in photo-laden layouts. This popular publication will become a primary communications and recruitment tool in 2010, replacing CAP's more traditional Annual Report to Congress.
- CAP's award-winning magazine, *Volunteer*, continued to grow in its presentation of rich stories about the illustrious community service provided by our volunteers. This premier external communications resource, which will be published quarterly in 2010, will expand its coverage of the myriad ways in which our members serve the citizens of their communities above and beyond.
- Wreaths Across America has become CAP's largest community service project and continues to grow, serving 405 stateside cemeteries and memorials in 2009, more than double those served last year, in addition to 24 abroad. CAP was involved in hosting more than half the observances and participated in many others. The number of squadrons participating rose from 240 in 2008 to more than 300 in 2009, and wreath sponsorships placed jumped by more than 50 percent from last year to 161,000.

- On the media front, CAP was the subject of more than 8,500 print, broadcast and electronic stories during the year. National Headquarters Public Affairs' support to the field included creation of nearly 30 hometown releases designed to market and promote who we are and what we do at the local level. CAP's story is getting out!

➤ **Missions Achievements**

- CAP aircrews flew almost 112,000 flying hours in FY09, a 6% increase over FY08.
- Volunteers completed 1,252 ELT search missions, 201 missing aircraft searches, 159 missing person searches, 315 disaster relief missions, 219 air defense target simulation missions, 315 counterdrug missions and 216 homeland security missions.
- CAP supported 315 counterdrug missions, flying more than 11,600 hours to assist other counterdrug agencies. While law enforcement agencies have not compiled all their totals yet, we already know CAP located many illicit drug growing sites, allowing law enforcement agencies to eradicate millions of dollars worth of marijuana.
- CAP's participation in Air Force exercises significantly increased, almost doubling from FY08, helping to ensure Air Force air defense units across the country are prepared for "low and slow" aircraft threats via CAP's target simulation missions.
- CAP continued to fly 60-80 percent of AFNORTH's scheduled sorties each day and flew a multitude of missions for Air Force installations across the country, including 760 flying hours on low-level route survey, and 530 flying hours on range support missions.
- CAP continued to fly orientation flights for AFJROTC cadets. Not only is it more cost-effective and safer than using local aviation sources, it also provides AFJROTC cadets more of an "Air Force" experience. CAP flew more than 1,000 hours of AFJROTC's orientation flights in 2009, and we expect this program's growth to continue in 2010. These flights are in addition to the 2,834 hours flown for the AFJROTC program.
- CAP completed its transition to narrowband frequencies with the delivery and upgrade of hundreds of repeaters, thereby executing one of the biggest changes in the history of CAP's communications program.
- We purchased additional HF radio equipment required for communications support in disaster areas as well as for day-to-day command and control of resources.
- CAP executed 100 percent of its budget for the third year in a row by using the Web Mission Information Reporting System.
- The CAP Chaplain Corps made significant changes to its training program and procedures, as published in CAPR 265-1, in order to be sure it met mission requirements to support the Air Force. The Corps signed an MOU with the USAF Chaplain Corps, and received recognition in the Military Chaplains' publication. The Corps is also working to develop additional electronic tools to train and document qualifications of its members in 2010.
- Using the permanent facilities opened at Camp Atterbury, we provided training to more than 700 members at the National Emergency Services Academy (NESA) in 2009 as well as during the main summer schools and at supporting training sessions held throughout the year. Facilities are still being developed, but are already making a huge positive impact.
- CAP flew 111,972 hours in FY09, an increase of more than 6,300 over FY08. Of those, 81,560 (73%) were missions assigned by the Air Force, an increase of almost 11,000 over the previous year.

5. In closing, Civil Air Patrol has truly had a remarkable 2009, and we can be proud of its many successes. CAP has rightfully become widely known and respected for the missions it performs in communities across America, and that is due to the excellent reputation each of you has built with the respect and service you demonstrate. It is important we each move forward into this new year with a continued commitment and drive to exceed all expectations. We again thank you for the service-before-self attitude you exemplified during the past year, and we watch with great pride as even more success is achieved within Civil Air Patrol during 2010. Be safe!

Sincerely,



AMY S. COURTER
Major General, CAP
National Commander



DON ROWLAND
Executive Director