



# Civil Air Patrol Squadron Leadership School

Instructor Guide



HQ CAP/ETS  
April 1999

### **SECTION 3**

**CONCEPT:** The Liaison Structure

**SUGGESTED PRESENTER:** CAP-USAF liaison region staff, wing liaison region staff.

In the event the liaison region staff are not available to present this material, it is recommended that you omit this section of the SLS.

**APPROXIMATE TIME:** 50 minutes

#### **OBJECTIVES:**

The students will be able to:

1. Explain the liaison structure as it relates to CAP.
2. List the ways in which the liaison office aids the squadron.

### **LECUTRE OUTLINE**

- I. Civil Air Patrol – United States Air Force Support (CAP-USAF): Advice, Liaison, and Oversight
  - A. National level (HQ CAP-USAF): This office functions as the National Headquarters and is located at the National Headquarters of Civil Air Patrol. The commander is responsible to the commander, Air University at Maxwell Air Force Base, Alabama.
    1. Provide Air Force advice, liaison, and oversight of CAP operations
    2. General service to CAP
      - a. Represent CAP's interest with government agencies
      - b. Inspector general assessment
    3. Civil Air Patrol Reserve Assistance Program Management (CAPRAP)
  - B. Region level (CAP-USAF Liaison Region): This office provides advice and assistance to the CAP wing and region commanders. In the chain of command, this office is responsible to the commander, CAP-USAF National Headquarters, Air University, Maxwell Air Force Base, Alabama.
    1. There are eight CAP-USAF liaison regions
    2. CAP-USAF region liaison offices provide advice, liaison, and oversight to the region and wings.
    3. CAP-USAF region liaison offices support the CAP region directors of aerospace education.
    4. Region CAP-USAF liaison offices advise the CAP wing liaison officers and noncommissioned officers.
    5. Region CAP-USAF liaison offices, with the assistance of the region reserve assistance coordinator, manage the Civil Air Patrol Reserve Assistance Program (CAPRAP).
- II. Civil Air Patrol Reserve Assistance Program (CAPRAP): Headquarters CAP-USAF, Maxwell AFB, Alabama is the CAPRAP program manager. Reservists are assigned to the 9004<sup>th</sup> Air Reserve Squadron for administration and are attached for training to one of the eight CAP-USAF liaison region offices, or to one of the 52 wing liaison offices nearest to his/her home. The CAPRAP is organized in a military structure closely parallel to that of the active CAP-USAF liaison office force. A region reserve assistance coordinator heads each region. The CAP-USAF regions have command and administrative control of the reservists. Each wing has a reserve assistance

coordinator that is responsible for the operation of the CAPRAP in his/her respective wing. Each wing has reserve assistance officers to assist at all levels of operations. The wing liaison office has day-to-day operational control of the reservist.

- A. The CAPRAP Program offers assistance to various CAP activities. They provide assistance for national, region and wing activities.
- B. The wing commander through the wing liaison office must request CAPRAP wing assistance. Types of assistance include:
  - 1. Flight/cadet encampments
  - 2. Aerospace education conferences
  - 3. Emergency service exercises and training activities
  - 4. Wing conferences
  - 5. Staff schools
- C. CAPRAP squadron assistance must be requested through the wing commander. Types of assistance include:
  - 1. Arrange for military tours, facilities, and support
  - 2. Provide guidance on military procedures and requirements
  - 3. Become involved with aerospace education
  - 4. Present training sessions and briefings
  - 5. Attend squadron meetings and activities
  - 6. Assist with recruiting activities
  - 7. Monitor safety

**III. Wing Level CAP Corporate Liaison Office (LO): This office provides advice and assistance to the CAP wing commander and staff. In the chain of command, this office is responsible to the executive director, HQ CAP.**

Any request for liaison office assistance must have the approval of the wing commander. Liaison office assistance must have the approval of the wing commander. Liaison personnel represent both CAP and the interest of the United States Air Force. Duties of the CAP wing LO include:

- A. Primary USAF advisor to CAP region and wing commanders
- B. Attend wing/region staff meetings
- C. Attend wing/region conferences
- D. Conduct unit visits
- E. Exercise operational control over CAPRAP
- F. Liaison with Department of Defense (DoD)
  - 1. Negotiate leases for CAP buildings
  - 2. Coordinate use of DoD bases
    - a. Unit meeting facilities
    - b. Exercises
    - c. Encampments
    - d. Meetings
  - 3. Promote CAP emergency services capabilities
  - 4. Brief Air Force commanders on CAP
  - 5. Manage DRMO screening: Note: Remind the members about the "wish list" and the necessity of going through their chain of command.
  - 6. Monitor CAP inventories
  - 7. Review real estate leases

**G. Coordinate airlift**

1. Arrange dedicated airlift support for approved CAP activities
2. Coordinate orientation flights on DoD aircraft Note: Remind members that the LO is certified to do cadet orientation flights.

**H. Authenticate airlift documentation**

1. Military support authorizations
2. Transportation authorizations

Note: Usually, 45 days prior to the event, the name, social security number, hometown, and state must be provided to allow ample time for verification and processing. Billeting regulations now require this information be provided before reservations are made. Be sure to stress the time requirements to the students.

**I. Mänge Emergency Services Program**

1. Funding must be requested on a CAPF 10, *Request, Authorization, and Report for Training/Evaluation Missions*. A CAPF 10 has been included in the *Student Guide*. Note: You may want to explain how to request funds, fill out the paperwork, and the chain of flow for the paperwork.
2. An Air Fore presence is required for all funded activities

**Student Guide Materials**

It is important to review the material the students are going to be using. The *Student Guide* is to be used as a guided note-taking activity. The guide aids the student in focusing on the instructional material and it also serves as a valuable resource guide for the student. Please allow ample time for the students to complete the guide. The *Student Guide* is correlated to the slide presentation. The students become frustrated when they are not able to fill in the blanks. It may be necessary to provide a question-and-answer session at the end of the lesson to provide the students with missing material. To aid this process, you may want to fill in the missing material.

**Liaison Structure**

**National Level (HQ CAP-USAF)**

This office functions as the \_\_\_\_\_ headquarters. The commander is responsible to the Commander, \_\_\_\_\_

**Region Level (CAP-USAF Liaison Region)**

This office provides advice and assistance to the CAP \_\_\_\_\_ and \_\_\_\_\_. In the chain of command, this office is responsible to the commander, \_\_\_\_\_.

**Wing Level (CAP Corporate LO)**

This office provides advice and assistance to CAP \_\_\_\_\_  
\_\_\_\_\_ and \_\_\_\_\_. In the chain of command, this office  
is responsible to the \_\_\_\_\_, CAP.

In providing oversight and accountability, the Wing LO manages \_\_\_\_\_  
screening. The LO should have documentation for airlift support \_\_\_\_\_ days  
prior to the activity.

A CAPF \_\_\_\_\_ is used to request funds for training activities.

A squadron may request reserve assistance through the \_\_\_\_\_ commander.

**Insert CAPF 10, Attachment 7**  
**REQUEST, AUTHORIZATION, AND REPORT FOR TRAINING/EVALUATION MISSIONS**

From: \_\_\_\_\_ Wing To: \_\_\_\_\_ Liaison Region  
 HQ CAP/DO (CD only)  
 IN TURN  
 Date: \_\_\_\_\_

1. IAW CAPR 50-15 and CAP-USAFI 10-802 request following mission(s): (May check more than one.)
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> SAR Evaluation          | <input type="checkbox"/> DR Evaluation                 | <input type="checkbox"/> CD Evaluation **             |
| <input type="checkbox"/> SAR Training (And 60-2) | <input type="checkbox"/> DR Training                   | <input type="checkbox"/> CD Training **               |
| <input type="checkbox"/> NCPSC                   | <input type="checkbox"/> Form 5/91 Evaluations (FAA)** | <input type="checkbox"/> CD Orientation ( Customs DEA |
- Primary Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_ Phone No. \_\_\_\_\_  
 \*\*CD Contact \_\_\_\_\_

2. Estimated reimbursement cost (see reverse): \_\_\_\_\_

3. I certify that \_\_\_\_\_ Wing has reviewed the previous evaluation and is prepared for the requested USAF evaluation.

I certify that this training mission has been planned and designated to accomplish specific training requirements in the area(s) selected in Item 1.

Wing/CC Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Wing LO Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 \*\* Region CD Director's Signature \_\_\_\_\_ Date: \_\_\_\_\_

4. Region Liaison Office SAR/DR Authorization: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_  
 USAF Assigned Mission Number: \_\_\_\_\_  
 Fund Cite: \_\_\_\_\_  
 Signature: \_\_\_\_\_

5. Region Liaison Office COUNTERDRUG Coordination:  Concur  Do Not Concur  LR Plans to Observe  
 Signature \_\_\_\_\_ Date: \_\_\_\_\_

6. HQ CAP Authorization for Counterdrug Training/Evaluation: Approved - Msn No. \_\_\_\_\_  
 Disapproved \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. Report of Actual Resources Used:

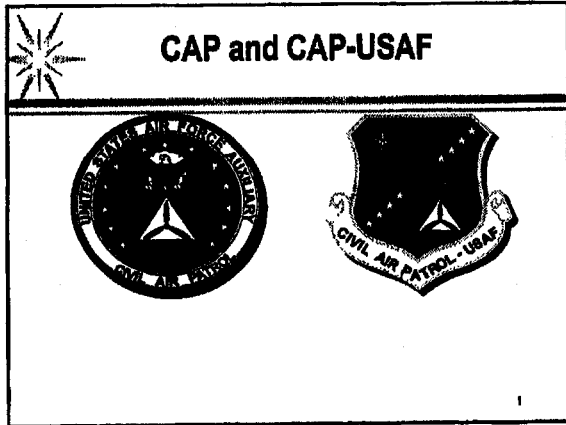
TO: \_\_\_\_\_ Liaison Region Date: \_\_\_\_\_

A. Costs: Corp. Acft Flying Cost: \$ \_\_\_\_\_ Other Acft Flying Cost: \$ \_\_\_\_\_  
 Communications: \$ \_\_\_\_\_ Vehicle Fuel & Oil: \$ \_\_\_\_\_

B. Flying Hours Used: Corporate Aircraft: \_\_\_\_\_ Hours Other Aircraft: \_\_\_\_\_ Hours  
 Wing LO Signature: \_\_\_\_\_

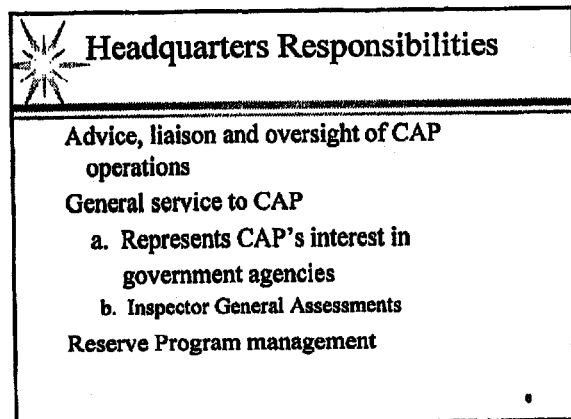
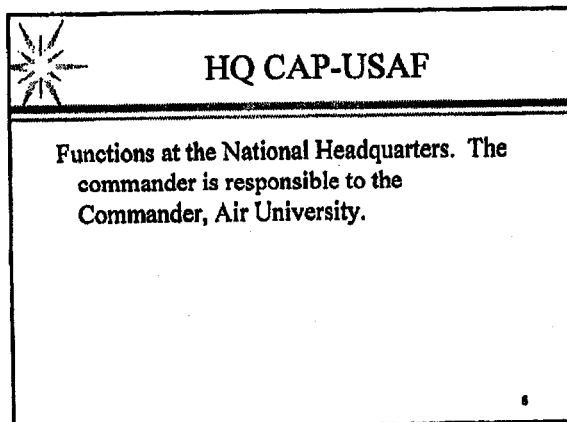
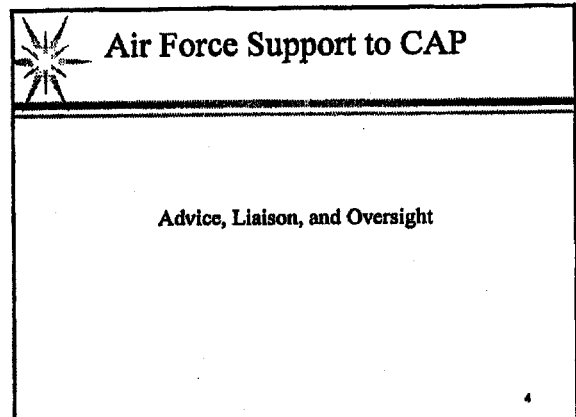
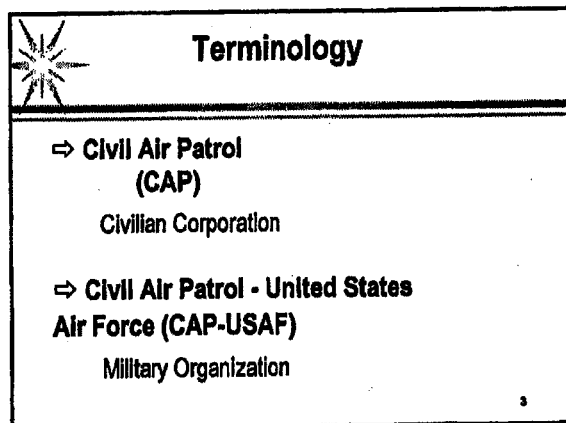
## Copies of Slides

Included in your instructional materials are copies of the slides you will be using as an instructional aid. Review the material. You may want to add additional slides.



*"The initiatives to expand even further the non-combat missions of the Air Force performed by CAP's unpaid volunteers will make the CAP an increasingly valuable national treasure."*

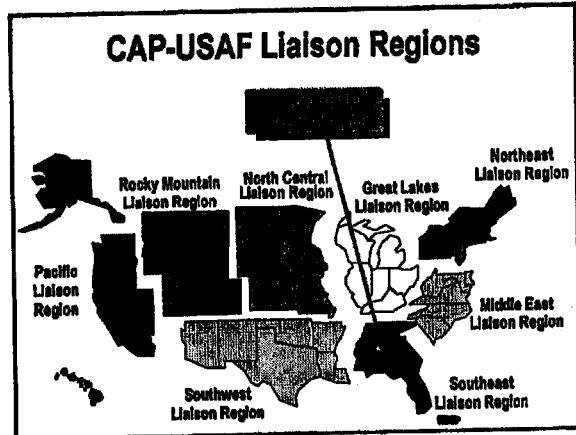
General Ronald R. Fogleman, USAF (Ret)



**Region CAP-USAF**

Provides advice and assistance to the CAP region commander and staff. In the chain of command, this office is responsible to the Commander, CAP-USAF.

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**Role of Region CAP-USAF**

- Advice, liaison and oversight at region and wing levels
- Supports region directors of aerospace studies (Corporate)
- Advises liaison officers and LNCOs (Corporate)
- Reserve Program management

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**Civil Air Patrol Reserve Assistance Program (CAPRAP)**

- Requested through wing
- Referred to as CAPRAP
- Managed by the wing LO

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**CAPRAP Assistance**

- Cadet encampments
- Flight encampments
- Aerospace education conferences
- Emergency services exercises and training activities
- Wing conferences
- Staff schools

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**CAPRAP Assistance**

**Local Unit Level:**

- Arrange for military tours, facilities and support
- Provide guidance on military procedures and requirements
- Become involved with aerospace education
- Present training sessions and briefings

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 **CAPRAP Assistance**

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**Local Unit Level:**  
**Attend squadron meetings and other local activities**  
**Assist with recruiting activities**  
**Unit visits**  
**Monitor safety**


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 **CAP Wing Liaison Office**

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**This office provides advice and assistance to the CAP wing commander and staff. In the chain of command, this office is responsible to the Executive Director, HQ CAP.**  
**The Liaison personnel represent both CAP and the Air Force.**


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 **Duties of the Wing LO**

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**Primary USAF advisor to CAP wing commanders**  
**Attend wing/region staff meetings**  
**Attend wing/region conferences**  
**Conduct staff assistance visits**  
**Conduct unit visits**

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 **Liaison with Department of Defense**


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**Negotiate leases for CAP buildings**  
**Coordinate use of DoD bases**

- a. Unit meeting facilities
- b. Exercises
- c. Encampments
- d. Meetings

**Promote CAP emergency services capabilities**  
**Brief Air Force commanders on CAP**


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 **Oversight & Accountability**

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**Manage DRMO screening**  
**Note: Each squadron submits a "wish list" once a year to wing. Screening request must be approved by the wing. When making a request, put it in writing. Be specific (type, number, sizes, etc.) and include justification for the items.**

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 **Oversight & Accountability**

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**Monitor CAP inventories**  
**Review real estate leases**

- a. Property
- b. Aircraft
- c. Vehicles

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## Coordinate Airlift

Arrange dedicated airlift support for approved CAP activities

Coordinate orientation flights on DoD aircraft

Note: The wing LO is certified to fly cadet orientation flights.

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## Coordinate Airlift

Authenticate airlift documentation

- a. Military support authorizations
- b. Transportation authorizations

Note: Usually 45 days prior to the event the name, social security number, hometown and state must be provided to the CAP wing for verification and to allow time for processing. Billeting requires the information 30 days in advance for reservations.

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## Manage Emergency Services Program

Oversight of all funded training exercises

- a. Funding must be requested on a CAPF10
- b. An Air Force presence is required for all funded activities

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## Questions?



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