



Civil Air Patrol Squadron Leadership School

Instructor Guide



HQ CAP/ETS
April 1999

FOR PAGE 1

SECTION 1

CONCEPT: Organization

APPROXIMATE TIME: 1 Hour

OBJECTIVES:

Students will be able to:

1. Explain the Civil Air Patrol (CAP organization at the national, region, and wing levels.
2. Define the specific role and missions of their individual wing and how squadrons fit into that mission.
3. State the primary responsibility of each squadron staff officer.

MATERIALS:

CAPM 20-1, *Organization of Civil Air Patrol*

Overhead projector/transparencies

Organizational charts

INTRODUCTION:

Show the students a chain. This can be a swing chain, watch chain, etc.. Ask them how the chain works. What is the purpose of the chain? How does the chain accomplish its purpose? What happens if one link breaks? What happens if all the links are strong? How does this compare to the chain of command in CAP? How does this compare to our accomplishing the three missions of CAP?

PURPOSE/RATIONALE:

State: In this lesson, we will learn about the structure of CAP at all levels.

ORGANIZATION PART 1

INFORMATION:

A brief informal lecture will be used, along with a panel discussion.

LECTURE OUTLINE

- I. National
 - A. Board of Governors: Provide students with an overview of the composition and mission of the Civil Air Patrol Board of Governors.
 - B. National Board: Provide students with names of the individuals filling the first six roles listed. Also, provide students with the names of their specific region and wing commanders.
 - C. National Executive Committee (NEC): Consists of all members of the National Board except wing commanders. When the National Board is not in session, the NEC is vested with all the powers of the National Board except amending the Constitution and Bylaws and electing the National Commanders, and National Vice Commander.
 - D. The Role of the CAP Executive Director: Administers CAP programs in accordance with the resolutions of the National Board and the NEC. The Executive Director is

authorized to issue rules, regulations, and other directives as approved buy the National Board and the NEC for the conduct of the affairs of CAP. The Executive Director, corporate staff, Senior Air force Advisor (CAP-USAF), active duty members of the USAF who are assigned to the CAP-USAF, and civil service personnel.

1. HQ CAP Corporate Offices
2. CAP-USAF Offices

II. Corporate/Field Organization

- A. Regions: The US is divided into 8 regions.
- B. Wings: There are 52 wings in CAP. One for each state, the District of Columbia, and Puerto Rico. A wing is comprised of the wing headquarters and all units within its geographical boundaries.
- C. Groups: Groups may be formed by wing commanders when the wing is too large to permit the wing commander to exercise effective supervision directly over the squadrons and flights. A group should have a minimum of five squadrons beneath it.
- D. Squadrons: The squadron is the community-level organization of CAP. A squadron may be formed when a unit has at least 15 members, with at least 3 senior members. There are three types of squadrons: (1) Senior Squadrons comprised entirely of senior members; (2) Cadet squadrons comprised primarily of cadets with a minimum of three senior members to meet supervisory, administrative, and training requirements; and (3) Composite Squadrons comprised of both senior and cadet members, conducting both senior and cadet programs.
- E. Flights: The flight is the smallest CAP membership unit authorized and must contain a minimum of eight members, three of whom must be senior members. Flights do not receive their own charter as larger units do. Rather, they operate as a geographically separate part of a squadron, group, or wing, which sponsors them.

STUDENT GUIDE MATERIALS

It is important to review the materials 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 serves as a valuable resource guide for the student. Please allow ample time for the students to complete the guide. 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 the missing material. To aid this process, you may want to fill in the missing material.

ORGANIZATION OF CIVIL AIR PATROL (CAPM 20-1 "Organization of Civil Air Patrol") Board of Governors

The board of Governors is the _____ independent governing body of CAP. It has _____ members representing CAP, _____ members representing the Air Force, and _____ members representing government or corporate organizations.

National Board

List the names of your National Executive Committee

- | | |
|-----------------------------|-----------------------------|
| 1. National Commander | 5. National Legal Officer |
| 2. National Vice Commander | 6. National Controller |
| 3. National Chief of Staff | 7. Region Commander |
| 4. National Finance Officer | 9. Senior Air Force Advisor |

The National Executive Committee consists of all members of the _____
_____ except _____.

MAP

Regions--The US is divided geographically into _____ regions.

List the names of the eight CAP Regions.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Wings

CAP has _____ wings, one for each state, _____ and _____ . A wing is comprised of the _____ and all _____ within its geographical boundaries.

Groups

Groups are formed when the wing is too _____ to permit the wing commander to exercise effective supervision over squadrons and flights. A group must have a minimum of five _____ beneath it.

Squadrons

The squadron is the _____ organization of CAP. A squadron is formed when a unit has at least _____ members with a minimum of _____ senior members.

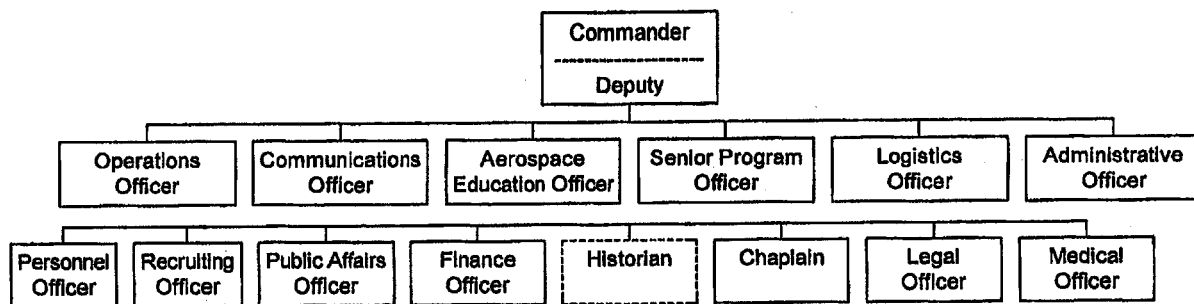
Types of Squadrons

1. Senior squadron--comprised entirely of _____.
2. Cadet squadron--comprised primarily of _____ with a minimum of _____ senior members for supervisory, administrative, and training requirements.
3. Composite squadron--comprised of both _____ and _____ members, conducting both _____ and _____ programs.

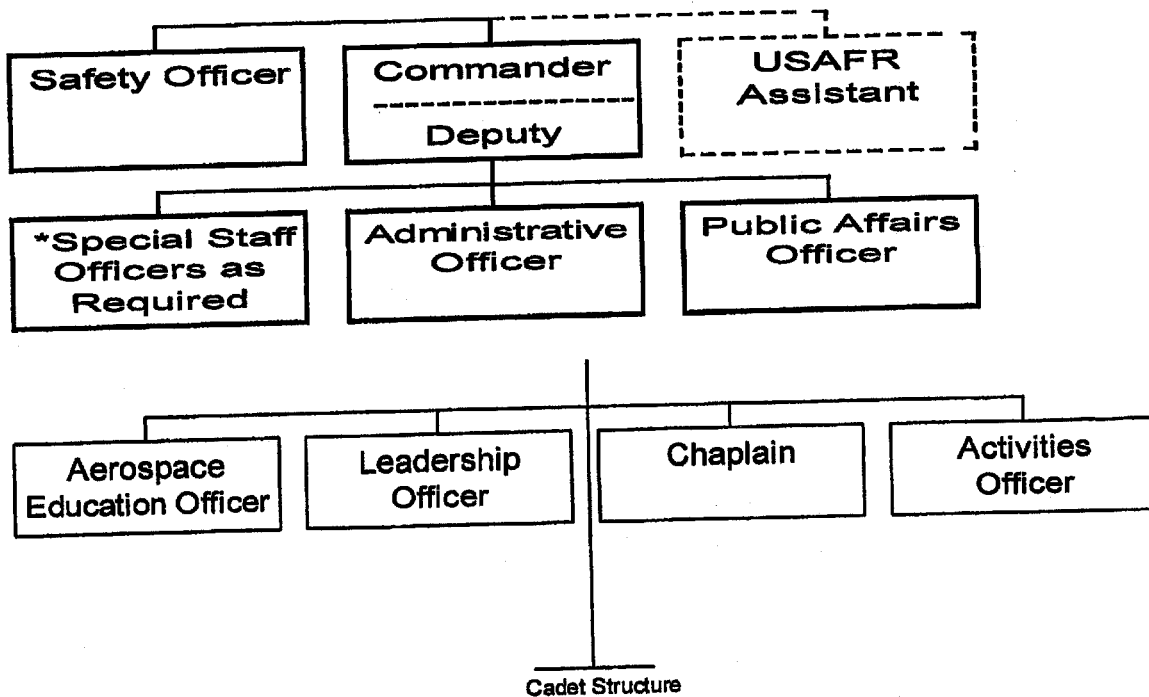
Flights

The flight is the smallest CAP membership unit authorized. It must contain a minimum of _____ members with a minimum of _____ senior members.

Senior Squadron Organizational Chart



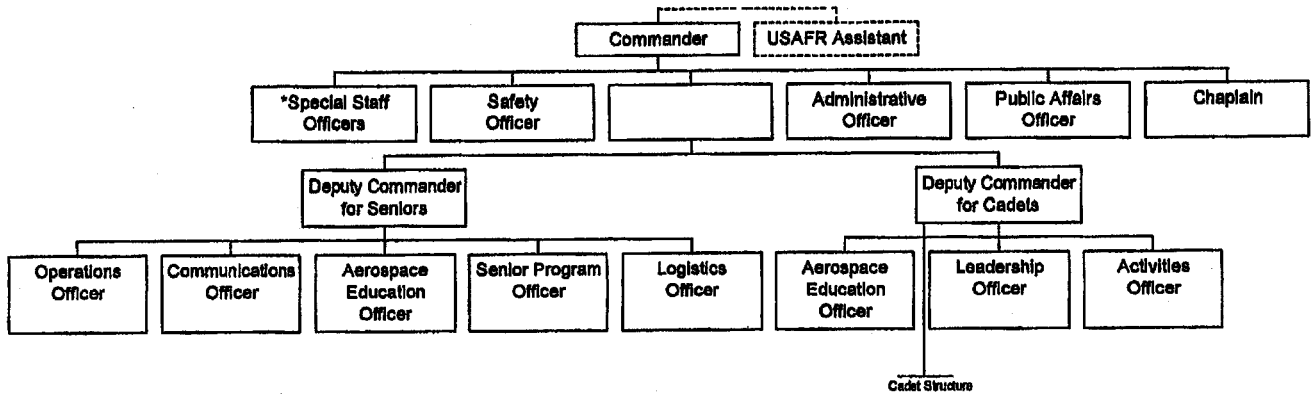
Cadet Squadron Organizational Chart



*Special Staff Officers

1. Personnel
2. Communications
3. Logistics
4. Senior Program
5. Recruiting
6. Legal
7. Finance
8. Medical
9. Testing
10. Historian

Composite Squadron Organizational Chart





***Special Staff Officers**

1. Personnel
2. Recruiting
3. Legal
4. Finance
5. Medical
6. Testing
7. Historian


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.

 Squadron Leadership School




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 CIVIL AIR PATROL


ORGANIZATIONAL
BREAKDOWN

2

 National Board


> National Commander	> National Controller
> National Vice Commander	> 8 Region Commanders
> National Chief of Staff	> 52 Wing Commanders
> National Legal Officer	> Senior Air Force Advisor
> National Finance Officer	

3

 National Executive Committee (NEC)


Consists of all members of the National Board except wing commanders.

4

 CAP Executive Director

Administers CAP programs in accordance with the resolutions of the National Board and the NEC.

5

 National Headquarters

Consists of the Executive Director and his staff and the Senior Air Force Advisor (CAP-USAF) who oversees all active duty members of the Air Force and civil service personnel who are assigned to CAP-USAF.

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Corporate Field Organization

- Regions
- Wings
- Groups
- Squadrons
- Flights

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Regions

The US is divided geographically into eight regions.

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CAP Regions

- > Northeast Region
- > Middle East Region
- > Great Lakes Region
- > Southeast Region
- > North Central Region
- > Southwest Region
- > Rocky Mountain Region
- > Pacific Region

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Wings

CAP has 52 wings:

- > 50 states
- > District of Columbia
- > Puerto Rico

Each is comprised of:


- > Wing headquarters
- > All units within its geographical boundaries



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Groups


Groups are formed when the wing is too large to permit the wing commander to exercise effective supervision over squadrons and flights. A group must have a minimum of five squadrons beneath it.



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Squadrons

The squadron is the community-level organization of CAP. A squadron is formed when a unit has at least 15 members with a minimum of 3 senior members.



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Types of Squadrons

- ▶ **Senior Squadron**--comprised entirely of senior members
- ▶ **Cadet Squadron**--comprised primarily of cadets with a minimum of three senior members for supervisory, administrative, and training requirements
- ▶ **Composite Squadron**--comprised of both senior and cadet members, conducting both senior and cadet programs

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Flights

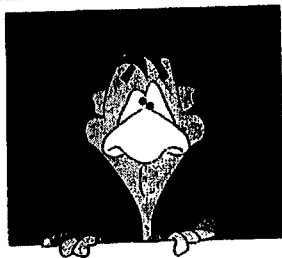
The flight is the smallest CAP membership unit authorized. It must contain a minimum of eight members with a minimum of three senior members.



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Questions?



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ORGANIZATION PART 2

LECTURE NOTES:

Remember this is the students' first exposure to squadron level training, so you should teach the students the specifics about the squadrons in your wing. This lesson is merely an extension of the organization lesson. However, it can be separated and taught by itself. **Note: If time is a problem, concentrate on the local organization.**

At this point, instructors should very briefly tell students about the mission of their particular wing and about how the different squadrons fit into that mission. Afterward, the instructor should refer the student to the part of the *Student Guide*, which contains a squadron level organizational chart and brief descriptions of the various staff positions. Begin this portion of the lecture by discussing the organization of a typical senior member squadron. Review with the students the various staff positions in the squadron.

INSTRUCTIONAL METHOD 2:

Bring in three to five command or staff officers to do a panel discussion. Each person should tell about his/her position and how s/he works within the CAP structure. Each officer should tell who reports to him/her or to whom s/he reports. Each officer should share specifics about his/her role. Allow students to ask questions of the panel and about the staff positions and how these individuals fit into the structure of CAP. You may want to develop handouts or slides for use during this portion of the school.

1. **Squadron Commander**—Establishes plans, policies, and procedures necessary to fulfill the CAP mission, which are not in conflict with directives of higher headquarters.
2. **Operations Officer**—Manages and directs all operations activities. The operations officer should be familiar with CAPP 213, *Emergency Services*; CAPP 210, *Flight Operations Officer*; and CAPP 212, *Standardization and Evaluation*. The regulations dealing with emergency services operations are the 60 series.
3. **Aerospace Education Officer**—Implements the aerospace education program for seniors and cadets. This includes activities within the squadron and to the general public. The aerospace education officer should be familiar with CAPP 215, *Aerospace Education Officer*; CAPP 15, *Aerospace Education Officers' Handbook*; and CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*.
4. **Professional Development Officer**—Plans and monitors training activity for senior members to ensure progression through the Senior Member Training Program and completion of awards. The senior program officer should be familiar with CAPR 50-17, *CAP Senior Member Training Program*; and CAPP 204, *Senior Program Officer*.
5. **Logistics Officer**—Manages CAP supply and maintains equipment inventory. The logistics officer should be familiar with CAPM 67-1, *Civil Air Supply Manual* and CAPP 206, *Logistics Officer*.
6. **Administration Officer**—Manages squadron file system; maintains current copies of all national, region and wing regulations, manuals and pamphlets; and prepares and processes correspondence. The administrative officer should be familiar with CAPR 5-4, *Publications and Blank Forms Management*; CAPR 10-1, *Preparing and*

Processing Correspondence; CAPR 10-2, Files Maintenance and Records Disposition; CAPR 10-3, Administrative Authorizations; and CAPP 205, Administration.

7. **Public Affairs Officer**—Advises and assists the commander on all media relations, internal information, and community relations matters. Plans, develops, and implements a Public Affairs Program which includes release of information to news media, marketing CAP within the community, fund raising and publication of newsletter. The public affairs officer should be familiar with CAPR 173-4, *Fund Raising/Donations*; CAPM 190-1, *Civil Air Patrol Public Affairs Program*; CAPP 3, *Guide to CAP Protocol*; CAPP 34, *Public Affairs Officer's Handy, Dandy Quick Guide*; CAPP 201, *Public Affairs Officer*; and ECI Course 02010, *Civil Air Patrol Public Affairs Officer*.
8. **Finance Officer**—Responsible for the overall management of the unit funds to include payment of accounts, preparation of all financial reports, and the maintenance of all bank accounts and financial records. The finance officer should be familiar with CAPR 173-1, *Financial Procedures and Accounting Report for Units Below Wing Level*; CAPR 173-3, *Payment for Civil Air Patrol Support*; and CAPP 202, *Finance Officer*.
9. **Personnel Officer**—Maintains current listing of all duty assignments, assists new members in filling out applications, and submits request for promotions, awards, certificates, and ribbons. The personnel officer should be familiar with CAPR 35-1, *Assignment and Duty Status*; CAPR 35-5, *CAP Officer and Noncommissioned Officer Appointments and Promotions*; CAPR 39-3, *Award of CAP Medals, Ribbons and Certificates*; and CAPP 200, *Personnel*.
10. **Chaplain**—The chaplain is a member of the commander's staff at all echelons of command and as such is the advisor to the commander and his/her staff on matters of moral leadership and the well-being of personnel under his/her command. The chaplain conducts moral leadership for cadets, pastoral care of senior and cadet members, performing professional functions, and participation in emergency services missions and exercises

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LOCAL ORGANIZATION

I am a member of the _____ Region. My region commander is _____.
The Region Headquarters is located in _____.

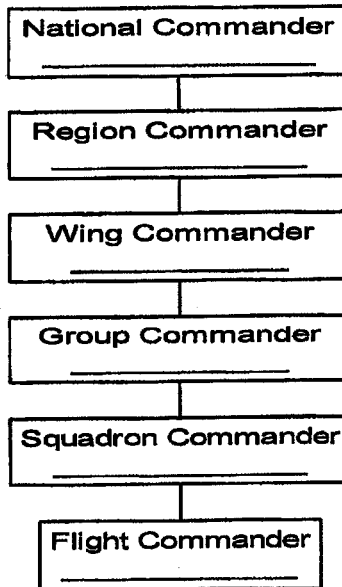
I am a member of the _____ Wing. My wing commander is _____.
The Wing address is _____.
The Wing phone number is _____.

I am a member of _____ group.

My group commander is _____.

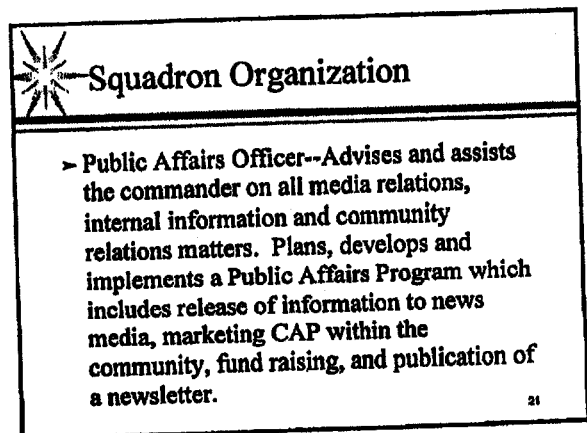
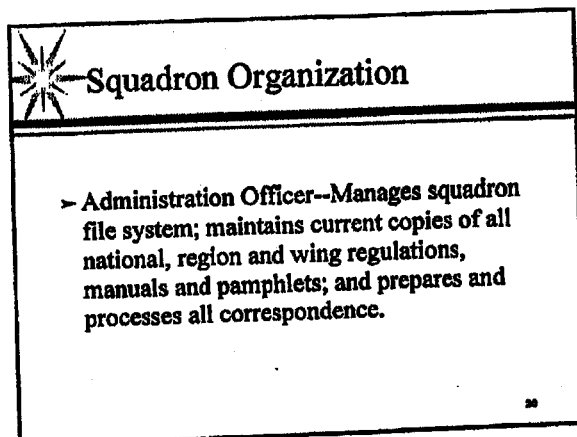
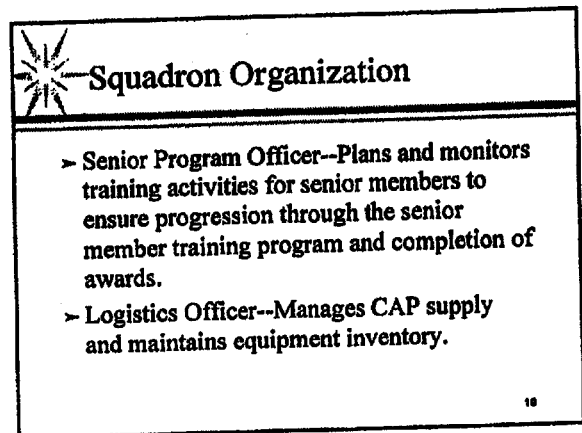
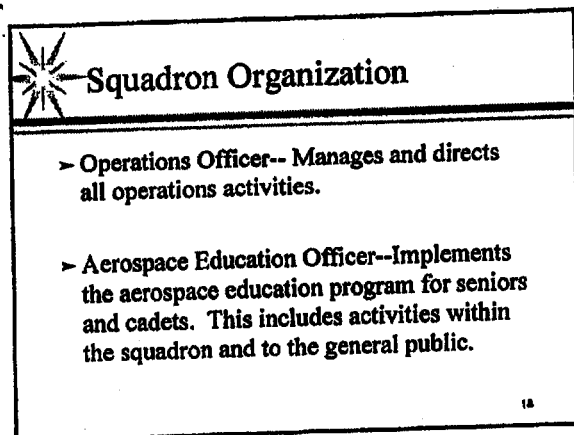
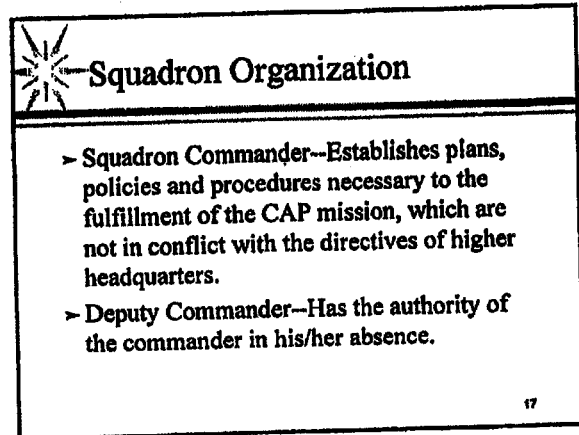
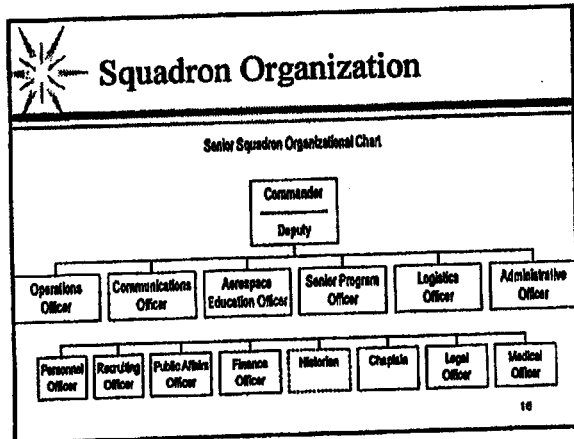
I am a member of _____ squadron. My squadron commander is _____.

Fill in the names of those in your chain of command.



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Squadron Organization

- **Finance Officer**--Responsible for the overall management of the unit funds to include payment of accounts, preparation of all financial reports, and the maintenance of all bank accounts and financial records.

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Squadron Organization

- **Personnel Officer**--Maintains current listing of all duty assignments, assists new members in filling out applications, and submits requests for promotions, awards, certificates, and ribbons.

23



Squadron Organization

- **Chaplain**--The chaplain is a member of the commander's staff at all echelons of command and as such is the advisor to the commander and his/her staff on matters of moral leadership and the well-being of personnel under his/her command. The chaplain conducts moral leadership for cadets, pastoral care of senior and cadet members, and participates in ES missions.

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Region Information

We are members of the _____ Region.

The region commander is _____.

Region headquarters is located at _____.

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Wing Information

We are members of the _____ Wing.

The wing commander is _____.

Wing headquarters is located at _____.

The wing phone number is _____.

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Wing Information

➤ The wing vice commander is _____.

➤ The wing chief of staff is _____.

➤ The wing LO/LNCO is _____.

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Wing Information

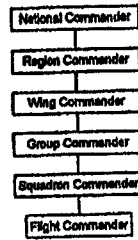
The wing director of operations is _____.

The wing director of aerospace education is _____.

The wing director of cadet programs is _____.

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Chain of Command



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Questions?



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