



CAP REGULATION 30-1

13 January 2020

ICLs 26-06, 24-07, and 20-07 Incorporated

Personnel

Organization of Civil Air Patrol

This regulation establishes the organization structure of Civil Air Patrol. Commanders have the overall responsibility for compliance with the procedures outlined in this regulation. This regulation is applicable to all CAP units.

SUMMARY OF CHANGES.

This document has been extensively revised and needs to be reviewed in its entirety.

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1. Overview. Civil Air Patrol (CAP) was established 1 December 1941 and is a private, nonprofit organization incorporated by the United States Congress on 1 July 1946 (36 U.S.C. §§ 40301-40307). Its status and governing body are defined by 10 U.S.C. §§ 9491-9498. Civil Air Patrol functions in accordance with its Constitution and Bylaws and policies established by statute, the United States Air Force and the CAP Board of Governors as enforced through regulations. The purposes of CAP, as contained in 36 U.S.C. §§ 40302, are to:

- Provide an organization to encourage and aid citizens of the United States in contributing their efforts, services, and resources in developing aviation and in maintaining air supremacy; and encourage and develop by example the voluntary contribution of private citizens to the public welfare.
- Provide aviation and training especially to its senior and cadet members.
- To encourage and foster civil aviation in local communities.
- Provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.
- Assist the Department of the Air Force in fulfilling its noncombat programs and missions.

2. Corporate-level Authority, Roles and Responsibilities.

2.1. The Board of Governors. The Board of Governors is established by 10 USC § 9497 as the governing body of CAP and as such shall govern, direct and manage the affairs of the Corporation. The activities of the Board of Governors are described in the CAP Constitution and Bylaws and other CAP publications and include selecting, retaining, and removing the National Commander/Chief Executive Officer and the Chief Operating Officer. The Board of Governors is comprised of 11 members as follows:

- Four members appointed by the Secretary of the Air Force, who may be active or retired employees of the United States, or private citizens;
- Four members of Civil Air Patrol selected by the CAP Senior Advisory Group;
- Three members appointed jointly by the Secretary of the Air Force and the National Commander of Civil Air Patrol, from personnel of any Federal Government agencies, public corporations, nonprofit associations, or other organizations that have an interest and expertise in civil aviation and the Civil Air Patrol mission.

2.2. The National Commander/Chief Executive Officer. The National Commander is designated by the CAP Constitution and Bylaws as the commander of Civil Air Patrol, serves as the Chief Executive Officer (CEO) of the Corporation, and is responsible for overall control of the organization. The National Commander manages the allocation and use of corporate assets for safety and efficiency in accordance with federal law, CAP Constitution and Bylaws, and the regulations he/she promulgates. The National Commander is selected by the Board of Governors in accordance with the CAP Constitution and the procedures for that selection are found in CAP regulations.

2.3. The Chief Operating Officer. The Chief Operating Officer (COO) is contracted by the Board of Governors to administer the day-to-day activities of Civil Air Patrol. The COO serves as executive secretary to the Board and represents the Board at National Headquarters. The COO is also responsible for the management of the Civil Air Patrol National Headquarters and National Staff. The COO administratively

reports to the Board of Governors but is under the operational direction of the CEO.

2.4. The CAP Senior Advisory Group. The CAP Senior Advisory Group (CSAG) is an advisory body to the National Commander and shall conduct such business as determined by the Board of Governors, National Commander, or delineated by the CAP Constitution and Bylaws or CAP regulations. The CSAG consists of the:

- National Commander
- National Deputy Commander
- National Executive Officer
- Region Commanders
- Chief Operating Officer*
- Commander, CAP-USAF*
- Such Advisors as the National Commander may appoint as non-voting members

*Ex-officio, nonvoting members

2.5. The CAP Command Council. The CAP Command Council is an advisory body to the National Commander on operational issues. The Command Council consists of:

- National Commander
- National Deputy Commander
- National Executive Officer
- Region Commanders
- Wing Commanders
- Chief Operating Officer*
- Commander, CAP-USAF*

*Ex-officio, nonvoting advisors

2.6. National Headquarters. The National Headquarters (NHQ) consists of the National Commander who also serves as the Chief Executive Officer, the Chief Operating Officer, the National Staff, and NHQ-chartered units activated as directed by the National Commander. National Headquarters administers the day-to-day operations of Civil Air Patrol, providing direction and support to field units to ensure the safe and effective execution of CAP's missions.

2.7. National Staff. The National Staff are those volunteer and paid personnel appointed with responsibilities to accomplish goals and objectives that have a nationwide impact. Paid National Staff members are employed at the direction of the Chief Operating Officer, unless otherwise directed by CAP regulations or policies. The Chief Operating Officer coordinates with volunteer leadership and the National Commander, or his designee, and appoints volunteer National Staff who normally function under their appointed director. The National Executive Officer exercises command authority over NHQ-chartered units as delegated by the National Commander.

2.7.1. The National Deputy Commander serves as an assistant to the National Commander performing such duties as assigned with specific focus on the daily mission of CAP's volunteer force. The National Deputy Commander is selected by the National Commander and confirmed by the Board of Governors. The National Deputy Commander will only assume responsibility for the direction of the field units in the absence of the National Commander but does not become or act as the Corporation's Chief Executive Officer.

2.7.2. The National Executive Officer, CAP Command Chief Master Sergeant, Chief of the Chaplain Corps, Chief of the Legal Officer Corps, and National Historian serve at the pleasure of the National Commander and perform duties as described by CAP regulations and directed by the National Commander. The National Commander may appoint other national staff officers as necessary.

2.7.3. The National Inspector General (IG) is appointed by the National Commander and confirmed by the Board of Governors. Once appointed and confirmed, the IG remains in this position until a new National Commander assumes command. The National IG may serve sequential National Commanders, if appointed by the respective National Commander. The National Inspector General may only be removed from office by a majority vote of the Board of Governors. In the event of a vacancy, the National Commander shall immediately appoint a replacement who will serve with full authority of the office until confirmed by the Board of Governors. Disapproval by the Board of Governors creates a vacancy and disqualifies the individual from service in this position.

2.7.4. National Committees. National committees may be appointed by the National Commander and function under the direction of the National Executive Officer. These positions are advisory in nature and have no command or directive authority.

3. The Role of the US Air Force. 10 U.S.C §§ 9492-9498 establishes the relationship between the Air Force and CAP. The Air Force may furnish to the CAP any equipment, supplies and other resources the Air Force determines necessary to enable the CAP to fulfill the missions assigned by the Air Force as an auxiliary of the Air Force. The legal instrument used to transfer appropriated funds to the CAP is a Cooperative Agreement (CA). The CA establishes what support the Air Force may provide to CAP.

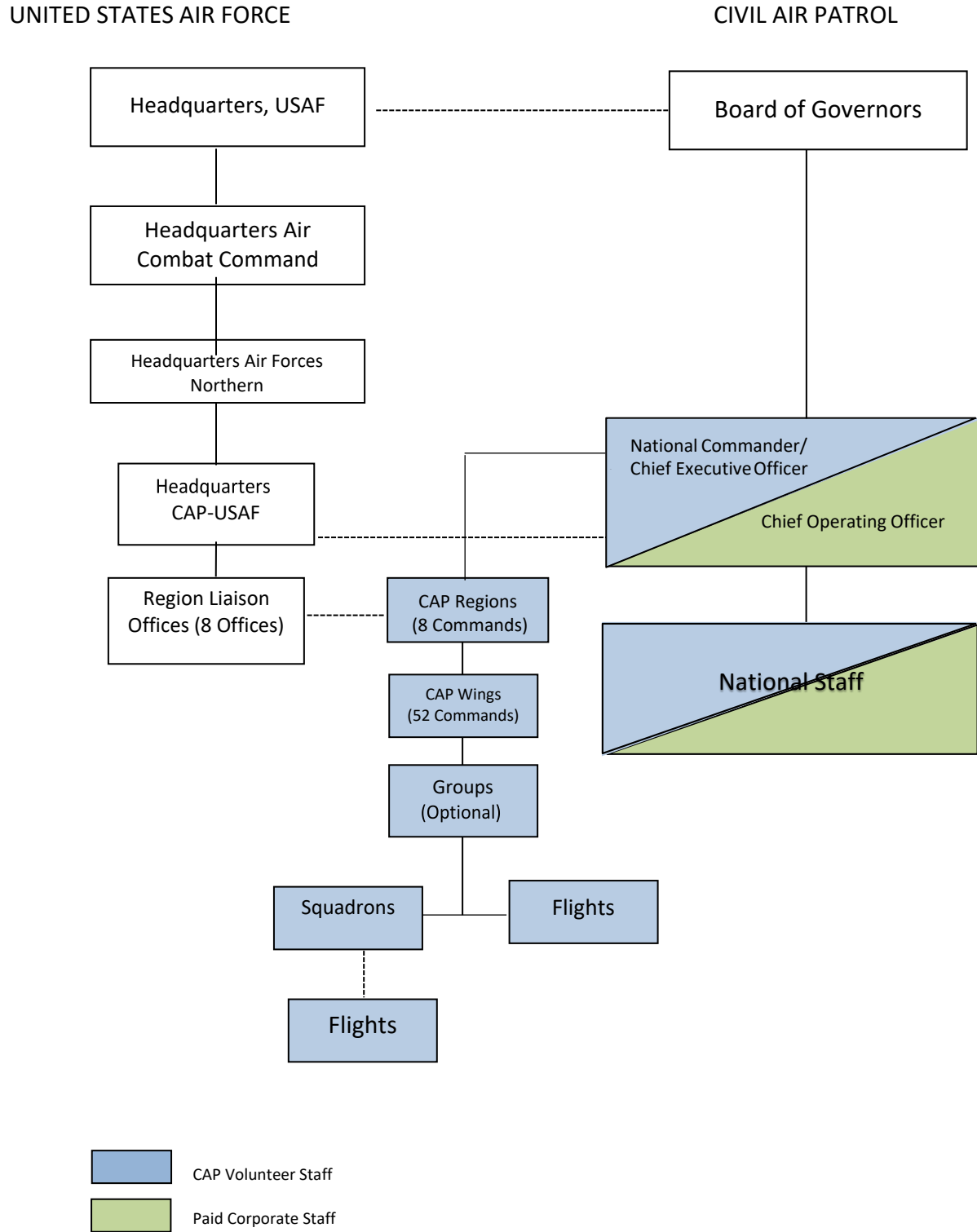
3.1. CAP-USAF supports Civil Air Patrol's efforts in being prepared to accomplish its congressionally chartered purposes and execute missions as the Air Force Auxiliary. CAP-USAF provides day-to-day support, advice and liaison to CAP, and provides oversight for CAP programs with particular emphasis on safety and programmatic requirements. CAP-USAF personnel are the primary functional interface between other Federal agencies and the CAP. CAP-USAF is the Air Force program office for the CA.

3.1.1. Headquarters CAP-USAF (HQ CAP-USAF). At the National level, CAP-USAF maintains its headquarters at Maxwell AFB. The CAP NHQ is collocated with HQ CAP-USAF. The Commander, CAP-USAF, commands all civil service and military members of the U.S. Air Force who are assigned to CAP-USAF (including USAF personnel at the region liaison offices). The CAP-USAF Commander reports to the Commander, First Air Force, who reports to the Commander, Air Combat Command.

3.1.2. CAP-USAF Liaison Regions. CAP-USAF operates eight regional offices to support and oversee CAP's eight regions and 52 wings. Each CAP-USAF Liaison Region (CAP-USAF LR) consists of a Commander, a Director of Operations, a Director of Logistics, as well as other support staff and

Air Force Reserve personnel. This office provides advice, assistance, and oversight of CAP regions and wings through their respective commanders.

Figure 1 - Civil Air Patrol Organizational Chart



4. Waivers. Region Commanders may approve waivers to the organizational structure at the Wing level. Wing Commanders may approve waivers to the organizational structure at the unit level. The National Commander is the approval authority for waivers to the organizational structure at the Region level. However, the only duty titles recorded in eServices will be those identified in this regulation or CAP Pamphlet 30-1, *CAP Sample Positions Descriptions for CAP Standard Duty Assignments*. A copy of any approved structure waiver shall be forwarded to CAP/DP. Any other waivers to this regulation require the approval of the CAP/DP and must come through the chain of command.

5. Operating Instructions (OIs) and Supplements to this Regulation. OIs and supplements pertaining to this regulation shall not be issued below the wing level and must be approved by the Region Commander prior to final approval by CAP/DP.

6. Commander Appointments and Command Authority:

6.1. Chain of Command. Every Civil Air Patrol volunteer member has a unit of assignment. Every active unit has an appointed commander to lead that unit and the assigned members. Nontraditional units like the 000 or holding squadron established in each Wing/Region may not have a commander assigned but the members assigned to the unit fall under the command of the Wing or Region Commander as outlined in paragraph 7.1 and 7.2 below. Every unit commander has a superior commander to whom they report and from whom they receive direction, culminating in the National Commander. This structure is called the Chain of Command. CAP commanders operate through the chain of command in the order shown in Figure 2.

6.2. The Board of Governors selects the National Commander who serves as the Chief Executive Officer of Civil Air Patrol. The remaining commanders are appointed as outlined below.

Position	Appointing Authority	Term	Appointment Procedures/Basic Requirements	Command Authority
Region Commander	National Commander	<ul style="list-style-type: none"> • Three-year term • May be extended for up to 90-days • May not succeed themselves 	See CAPR 35-9	All CAP units and members within their respective regions
Wing Commander	Region Commander with concurrence of National Commander	<ul style="list-style-type: none"> • Three-year term • Region commander may grant an additional one-year term 	See CAPR 35-9	All CAP units and members within their respective wings
Group	Wing Commander	<ul style="list-style-type: none"> • Four-year term • May serve subsequent four-year terms with approval of Wing and Region Commander 		All CAP units and members within their respective groups
Squadron/Flight	Wing commander with collaboration of Group Commander, if assigned	<ul style="list-style-type: none"> • Four-year term • May serve subsequent four-year terms with approval of Wing and Region Commander 	Highly Desired: <ul style="list-style-type: none"> • Officer Basic Course • Squadron Leadership School • Unit Commanders Course Commanders appointed without these courses should complete CAPP 40-2, <i>Just in Time Workbook for New Unit Commanders</i> , within 30 days of assignment	All CAP members within their squadron/flight

Table 1: CAP Commander Assignment Authority/Requirements

6.3. Unit commanders are responsible for compliance with all directives from higher headquarters. They are authorized a staff to assist in the accomplishment of the various assigned tasks and should delegate appropriate authority to staff members in discharging the unit's mission. Commanders retain full responsibility for the actions of their staff. Commanders must ensure that all members of their staff understand the chain of command, that is, who they report to and who reports to them. Commanders who are attorneys will not appoint themselves as a legal officer in their command.

6.4. Command Authority during Temporary Absence of Commanders. During the temporary absence of a commander at the region, wing or unit level, the vice/Deputy Commander (Deputy Commander for seniors in a composite squadron) or the chief of staff, in that order, will act as temporary commander. If access to restricted permissions in eServices is needed to assume temporary command duties, CAP/DP must be notified in order to make the appropriate update to the system.

7. Field Organization

7.1. Regions. CAP is divided into eight separate regions, divided geographically within the United States. Their collective boundaries include all the CAP wings. These regions are not constituted as separate legal entities. Each region is known by the geographical locale of the United States it encompasses. A region is comprised of the region headquarters and all units within its geographical boundary unless otherwise prescribed. The region commander retains command authority and responsibility for all units and their assigned members within the region.

7.2. Wings. There are 52 wings in CAP, one for each state, the District of Columbia (which encompasses the Washington, D.C. area), and Puerto Rico (which encompasses the U.S. Virgin Islands). A wing is comprised of the wing headquarters and all units within its geographical boundary unless otherwise prescribed. The wing commander retains command authority and responsibility for all units and their assigned members within the wing.

Northeast Region	Mid-Atlantic Region	Great Lakes Region	Southeast Region	North Central Region	Southwest Region	Rocky Mountain Region	Pacific Region
Connecticut	Delaware	Illinois	Alabama	Iowa	Arizona	Colorado	Alaska
Maine	Maryland	Indiana	Florida	Kansas	Arkansas	Idaho	California
Massachusetts	National Capital	Kentucky	Georgia	Minnesota	Louisiana	Montana	Hawaii
New Hampshire	North Carolina	Michigan	Mississippi	Missouri	New Mexico	Utah	Nevada
New Jersey	South Carolina	Ohio	Puerto Rico (U.S. Virgin Islands)	Nebraska	Oklahoma	Wyoming	Oregon
New York	Virginia	Wisconsin	Tennessee	North Dakota	Texas		Washington
Pennsylvania	West Virginia			South Dakota			
Rhode Island							
Vermont							

Table 2. CAP Regions/Wings

7.3. Groups. Wing commanders may form groups when the wing geographical area, structure, or the number of units in the wing is too large to permit the wing commander to exercise effective supervision directly over squadrons and flights. The group echelon exists to improve the wing's mission effectiveness, and wing commanders have authority to specify the purpose and structure of the group. Group headquarters units may be structured similar to a squadron, or may have a more limited structure to provide the wing commander the most flexibility. The wing commander will identify the purpose of the group in the wing's organizational chart, including the staff positions authorized for that group headquarters. A Group should have a minimum of five squadrons under its control unless the Wing Commander determined otherwise due to geography, demographics or functional structure. Both CAP/DP and Region Commander will be notified of any change in group structures.

7.4. Squadrons. The squadron is the community-level organization of CAP. Squadrons are charged with recruiting individuals to accomplish CAP's missions, ensuring those members are trained and developed to accomplish those missions, and stewarding CAP resources to prepare for use in CAP's missions. Wing commanders may activate squadrons in accordance with CAPR 20-3(I), *Charters and Other Organization Actions*. Squadrons established in one Wing will not meet in another Wing without the approval of both wing commanders. Whenever the membership drops below the minimums outlined in CAPR 20-3(I), the wing commander may deactivate the squadron or redesignate it as a flight. The designation of each squadron will indicate whether it is a:

7.4.1. Senior Squadron. Comprised entirely of senior members.

7.4.2. Cadet Squadron. Comprised primarily of cadets with a minimum of three senior members to meet supervisory, administrative, and training requirements of cadet programs. Cadet squadrons may be established as traditional community-based units or school-based units. Both types of cadet squadrons use the same curriculum, operate in accordance with CAP regulations, and fall under the traditional chain of command.

7.4.2.1. Traditional community-based units operate as out-of-school programs and depend on the community at large to support them

7.4.2.2. School-based units are formally affiliated with a public or private school and are assigned an 800 series unit charter number. These units may meet during the school day as a class or after school in the same manner as other school-sponsored clubs. CAPP 60-13, *Cadets at School*, provides ore information on school-based units. Commanders who have additional questions or need assistance with these special units should contact the Cadet Programs Directorate at CadetPrograms@capnhq.gov. Wings that have multiple school units may find it beneficial to place all school units under a specific Group Headquarters than can specialize in these unique units.

7.4.3. Composite Squadron. Comprised of both senior and cadet members, conducting both senior and cadet programs.

7.5. Flights. The flight is the smallest CAP membership unit authorized and must conform to minimum membership requirements set forth in CAPR 20-3(I). Flights are encouraged in sparsely populated areas where there are an insufficient number of individuals to constitute a squadron.

7.5.1. A flight may be a separately chartered unit or assigned either to a squadron or group, at the discretion of the wing commander. If the membership drops below the minimum membership

required, the flight may be deactivated. If the membership increases to the minimum required for a squadron, the wing commander should redesignate the flight as a squadron. Flights redesignated as squadrons must be separately chartered units. Flights use organizational charts established for a squadron as a guide in establishing the unit. Flights assigned under a chartered unit may not be outside the local area or across Wing boundaries. Separately chartered flights established in one Wing will not meet in another Wing without the approval of both wing commanders.

8. Organization and Staffing of CAP Units. CAPR 20-3(l), sets the procedures for activating, deactivating and redesignating CAP units.

8.1. Headquarters organizational structures for each level of command throughout CAP are depicted in Figures 3 through 13. This basic organizational structure has been determined to be the most workable structure for all CAP units. Deviations are not authorized unless waived (see paragraph 4) or the deviation is limited to the expansion of staff elements needed to accomplish the unit's mission.

8.2. Each unit commander shall develop and post a unit organizational chart indicating the name and grade of the member filling each position. One person may fill more than one position. All positions shown on the basic organizational charts do not have to be filled; however, someone must be responsible for any duties required by other CAP directives.

8.2.1. Sample position descriptions are contained in CAP Pamphlet 30-1, *Sample Position Descriptions*. Unless otherwise indicated, position descriptions are broadly defined to cover multiple echelons having similar duties. Other CAP directives describe in detail the tasks to be performed.

8.3. Noncommissioned Officer (NCO) Duty Positions. NCOs are eligible to hold any position within CAP (staff, pilot, etc.) except squadron or higher command, and may be assigned to any CAP organization level: Flight, Squadron, Group, Wing, Region or National Headquarters. Where possible, assignments will be rank appropriate and consider the member's professional development training, military skills and professional and personal goals. CAP Senior NCOs (MSgt, SMSgt and CMSgt) may serve as commander of a unit designated as a flight if there are no CAP officers assigned to the unit.

8.3.1. NCOs add value to CAP units in many different ways. Examples include:

- NCOs both complete and promote Professional Development and professional enhancement courses to develop and cultivate leadership skills and professionalism.
- NCOs help to ensure finances, facilities, and other resources are used in an effective and efficient manner and in the best interest of the Civil Air Patrol.
- NCOs can plan resource utilization, replenishment, and budget allocation to ensure personnel are provided the equipment and resources needed to effectively accomplish the mission.
- NCOs understand and can manage and explain manning requirements and capabilities.
- NCOs promote a culture of innovation and continuous process improvement to identify and resolve deficiencies.
- NCOs can guide, train, instruct and develop peers so they are technically ready to accomplish the mission and ensure they are prepared to accept increased levels of authority and responsibility.
- NCOs bring professional military experience to Cadet Programs and leadership

training and can be invaluable in guiding cadets as they learn drill and ceremonies, color guard, and other military and leadership functions.

- Encampments (and other special activities) can significantly benefit from NCO involvement. NCOs can provide guidance on military formations, enhance leadership instruction for the cadre members in attendance, and provide information and advice to encampment leadership on the morale and welfare of the attendees.

8.3.2. Typical NCO duty assignments by rank and position are described below:

NCO Grade	Training	Duties/Responsibilities
CAP Staff Sergeant	Completed Level I Progressing through Level II Chosen Specialty Track	Should be given opportunities to further develop technical abilities and demonstrate leadership skills. Responsible for the effective accomplishment of all assigned tasks.
CAP Technical Sergeant	Completed Level II Progressing through Level III	Should be given opportunities to further develop technical abilities and demonstrate leadership skills. Assigned to a specific area/position within the unit.
CAP Master Sergeant	Completed Level IV	Role models/mentors, program or project managers. Program/project oversight responsibilities: Encampment Commanders, Cadet Special Activities, Group, Wing, Region or National Special Activities. Participates in the decision-making process, as appropriate, on technical, operational, and organizational issues.
CAP Senior Master Sergeant	Completed Level IV Progressing through Level V	Role models/mentors, program or project managers. Program/project oversight responsibilities, Encampment Commander, Cadet Special Activities, Group, Wing, Region or National Special Activities. Participates in the decision making process, as appropriate, on technical, operational, and organizational issues.
CAP Chief Master Sergeant	Completed Level V	Role model/mentors, Senior NCO Advisors to the commander. Program/project oversight responsibilities. Encampment Commander, Cadet Special Activities, Group, Wing, Region or National Special Activities. Participates in the decision-making process, as appropriate, on technical, operational, and organizational issues. Chief Master Sergeants serve in the highest NCO rank and hold strategic leadership positions with tremendous influence at all levels of Civil Air Patrol. They continue to develop personal leadership and management skills to prepare for ever increasing positions of responsibility.

Table 3, NCO assignments/duty descriptions

Figure 2 – Civil Air Patrol Chain of Command

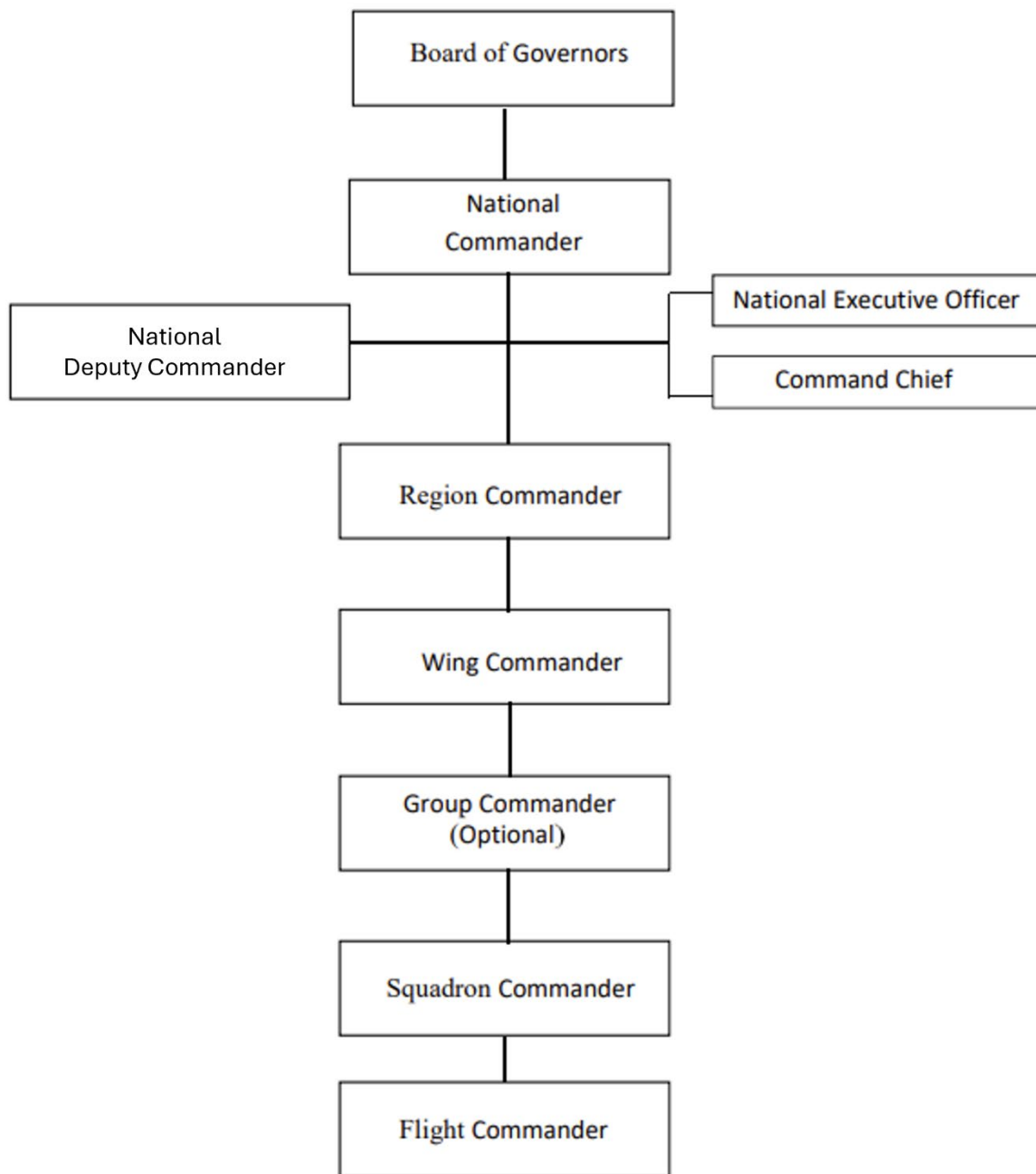
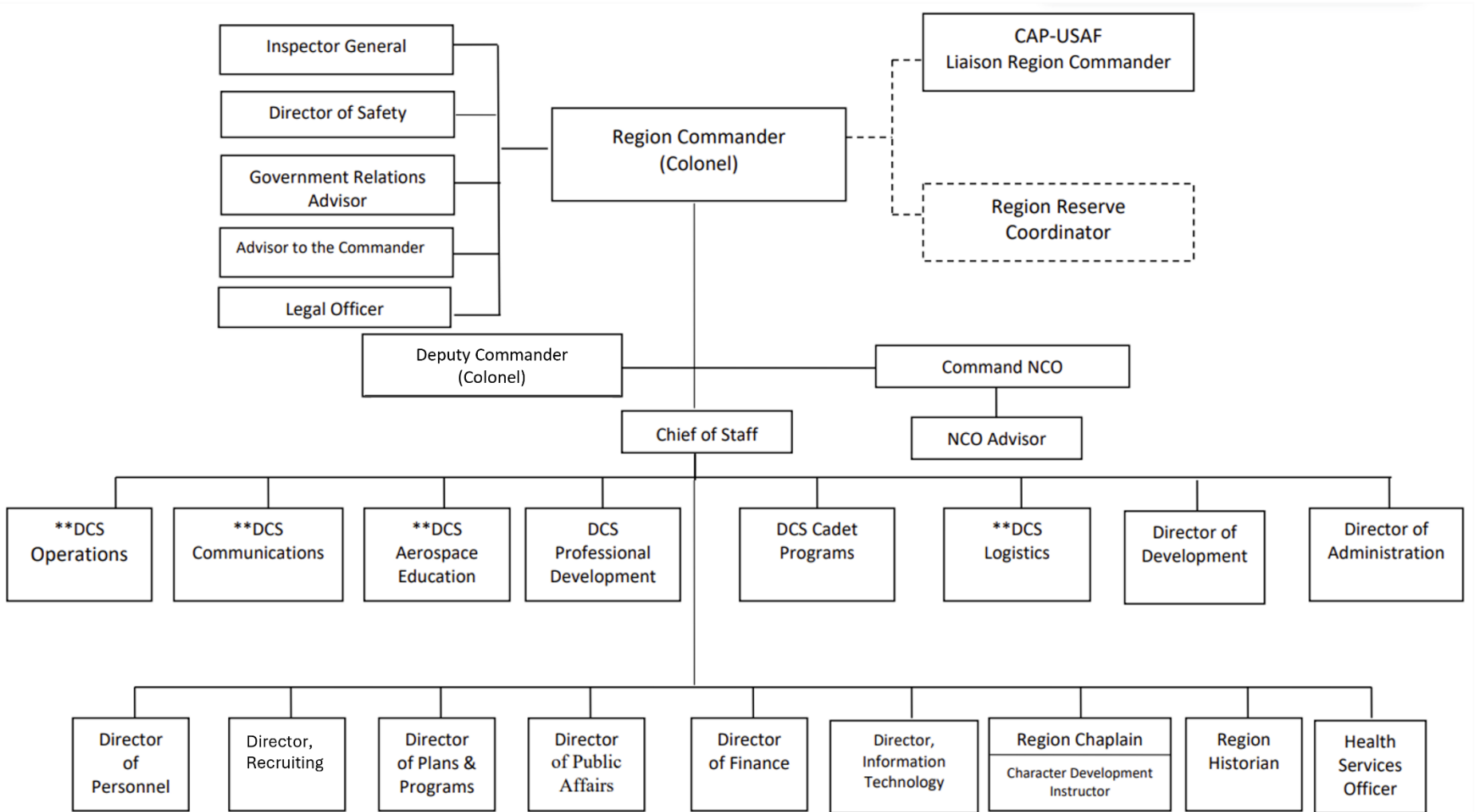


Figure 3—Region Headquarters Organizational Chart

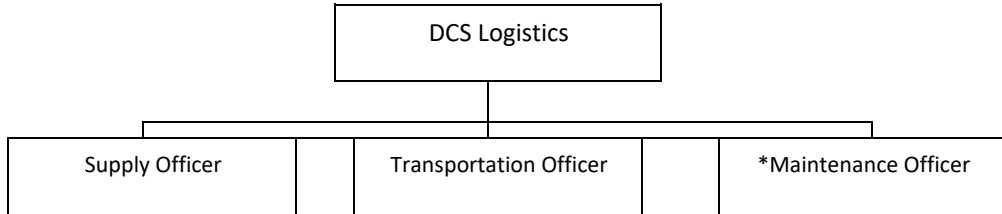
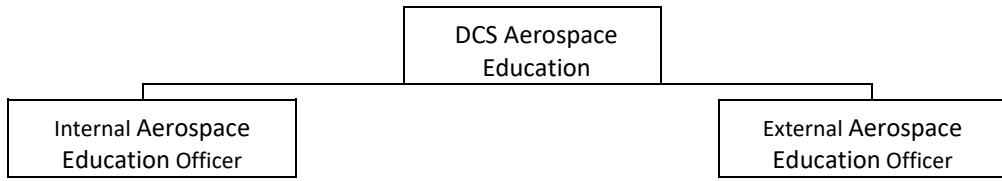


*Two region Deputy Commanders are authorized.

**The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on the following pages are recommended.

NOTE: DCS is the abbreviation for Deputy Chief of Staff.

Figure 4—Region Level



*May be placed under the Director of Operations at the option of the Region Commander.

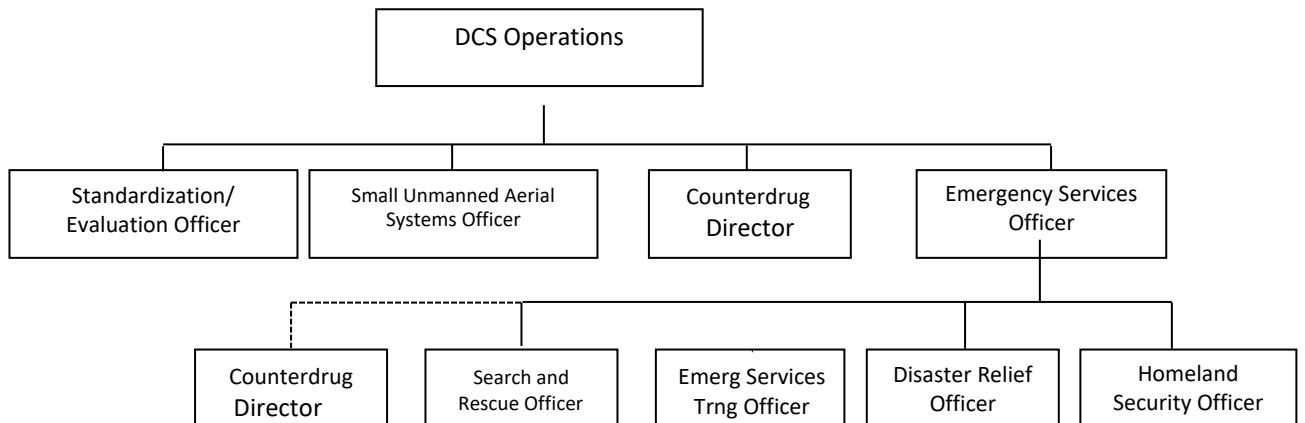
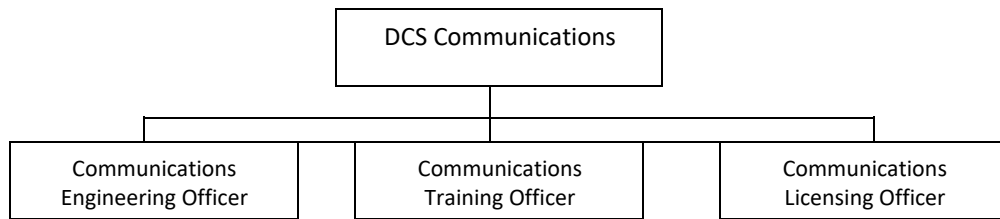
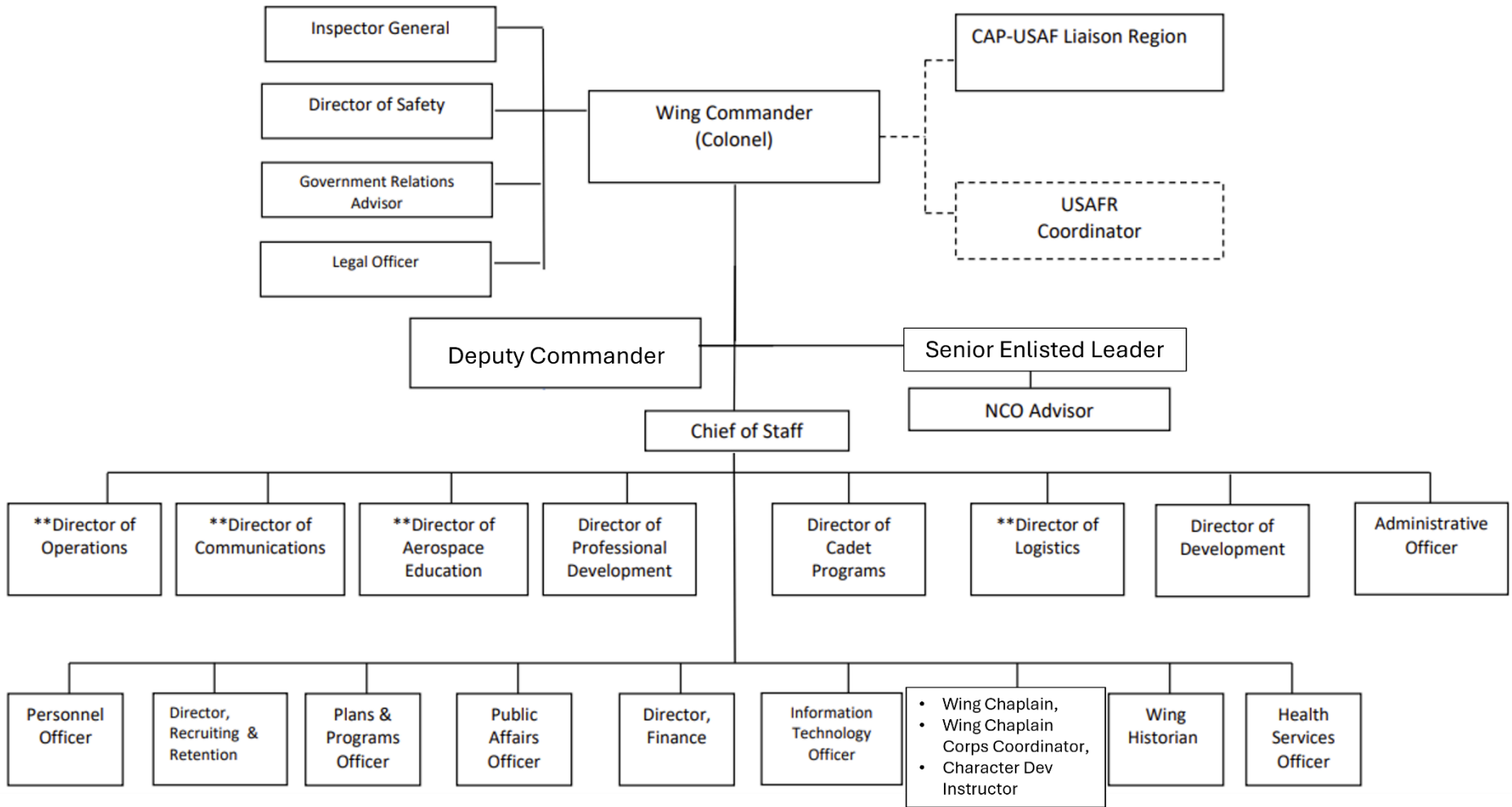


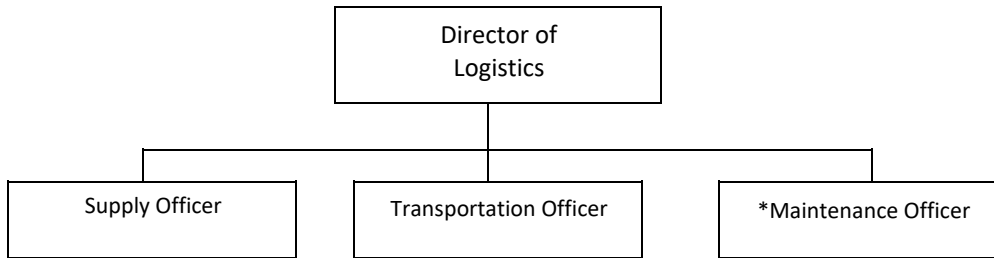
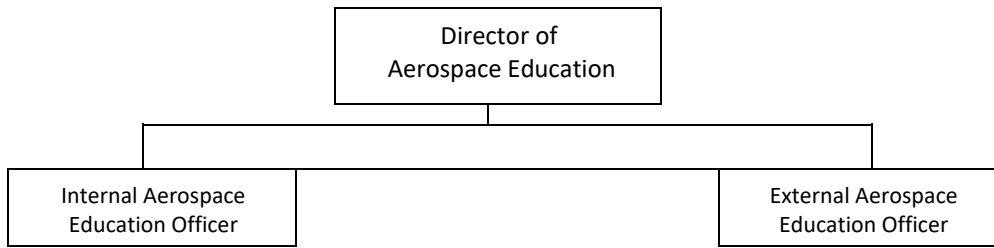
Figure 5–Wing Headquarters Organizational Chart



*Two Deputy Commanders are authorized with the approval of the Region Commander.

**The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded the organizational charts on the following pages are recommended.

Figure 6–Wing Level



*May be placed under the Director of Operations at the option of the Wing Commander.

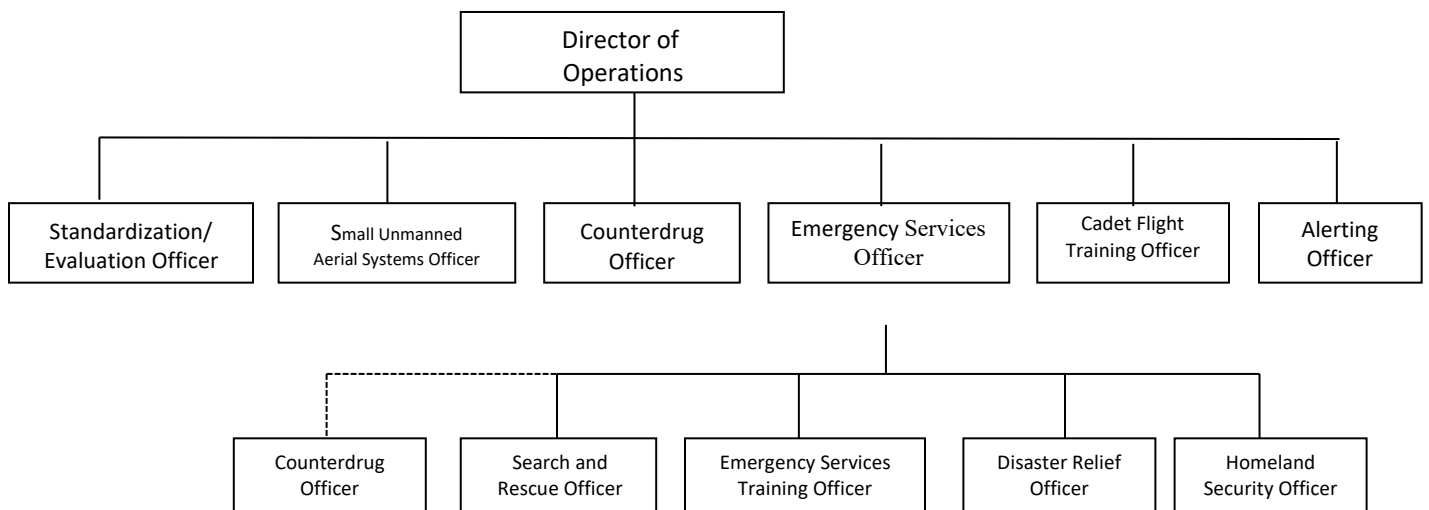
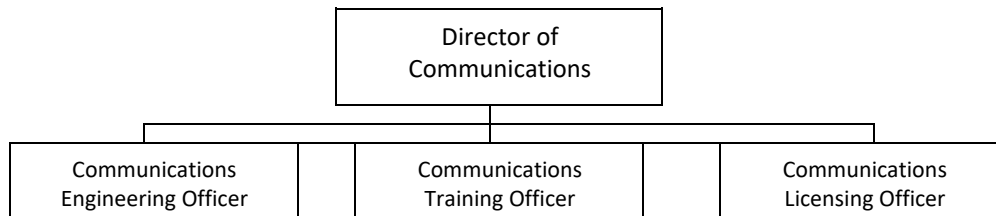
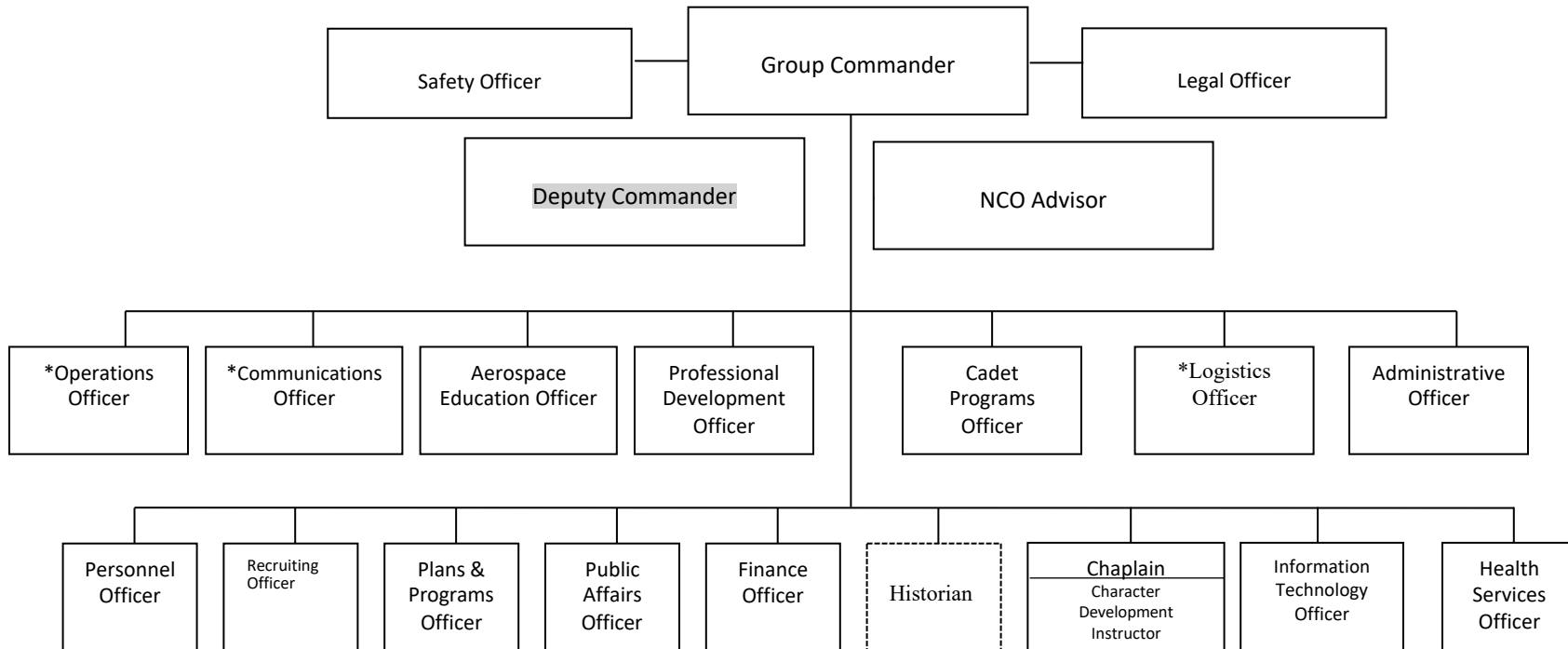
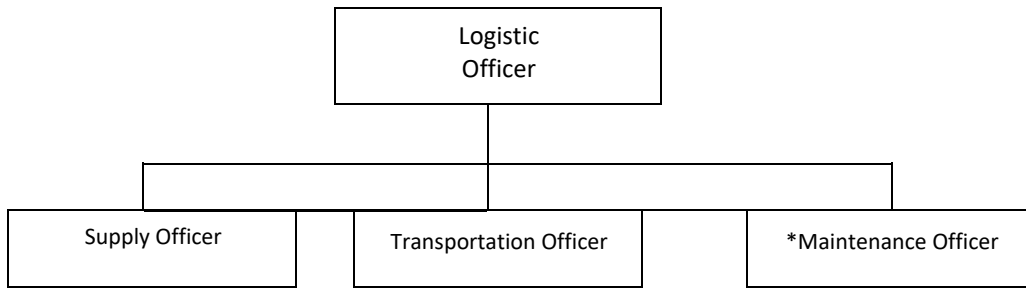


Figure 7—Group Headquarters Organizational Chart



*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on the following pages are recommended.

Figure 8–Group Level



*May be placed under the Director of Operations at the option of the group commander.

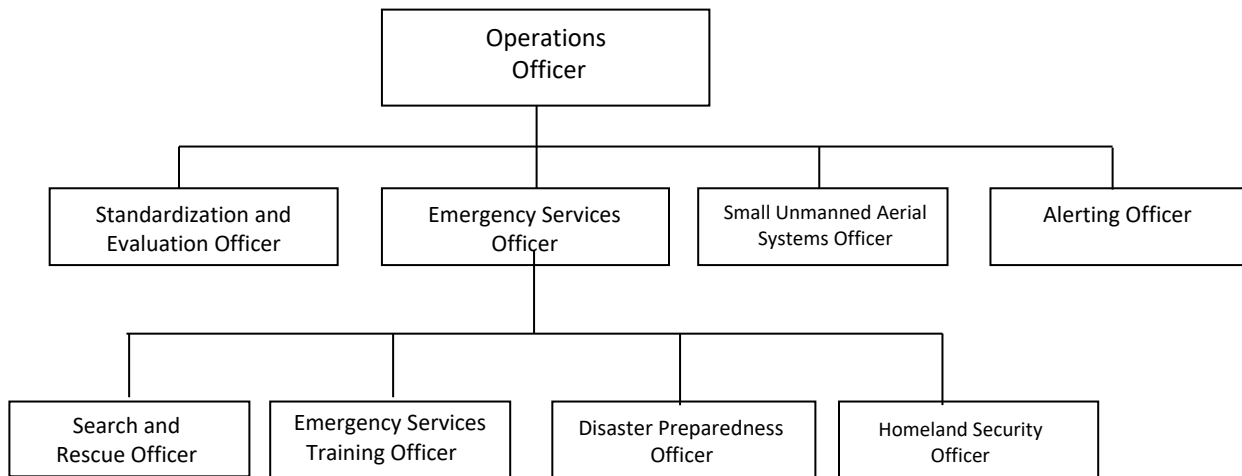
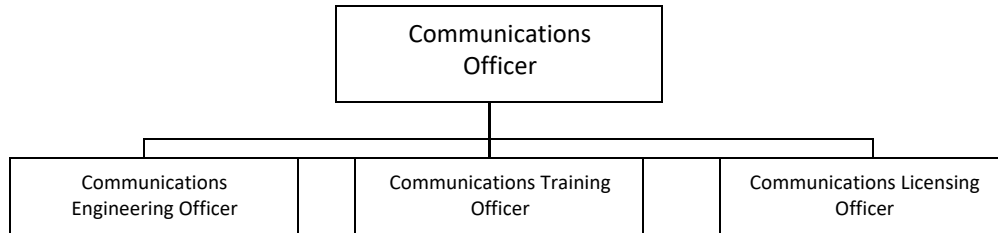
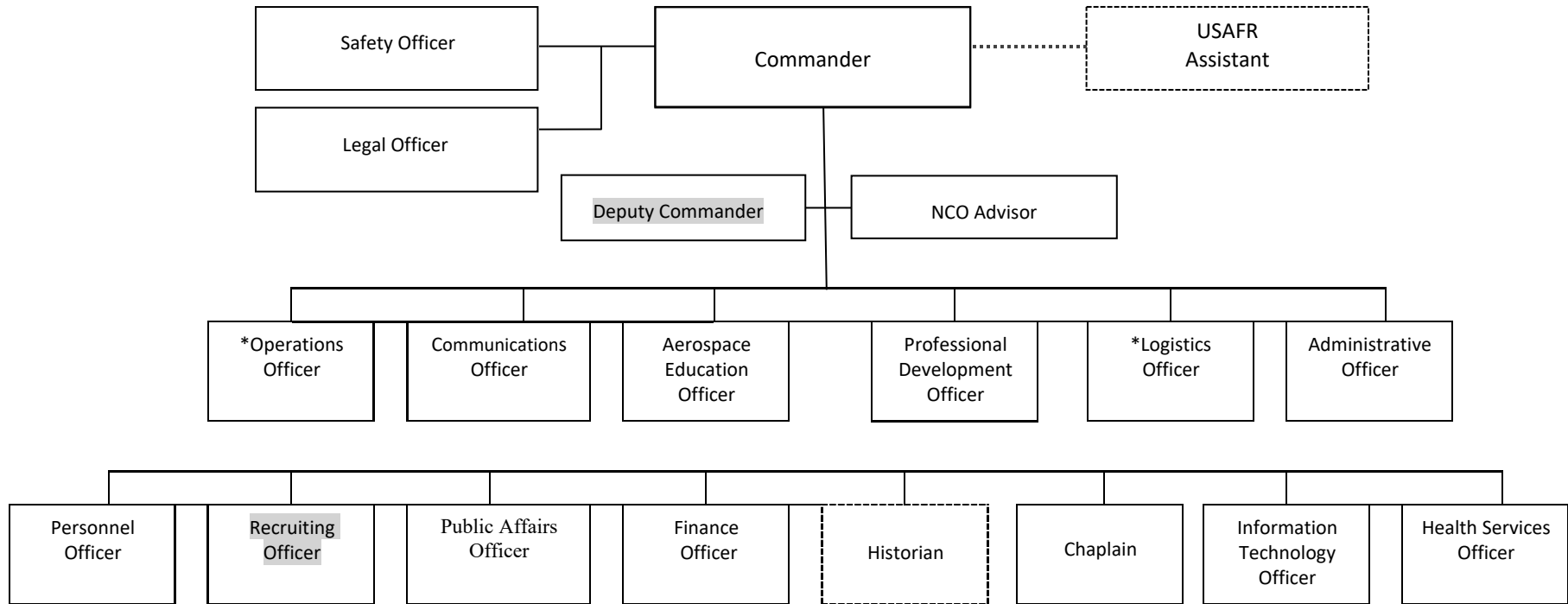
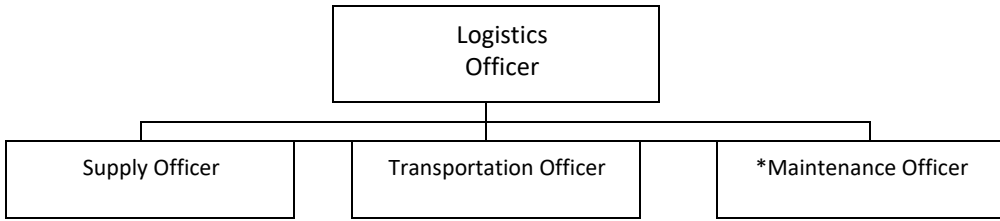


Figure 9—Senior Squadron Organizational Chart



*The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts on the following pages are recommended.

Figure 10—Squadron Level



*May be placed under the Operations Officer at the option of the squadron commander.

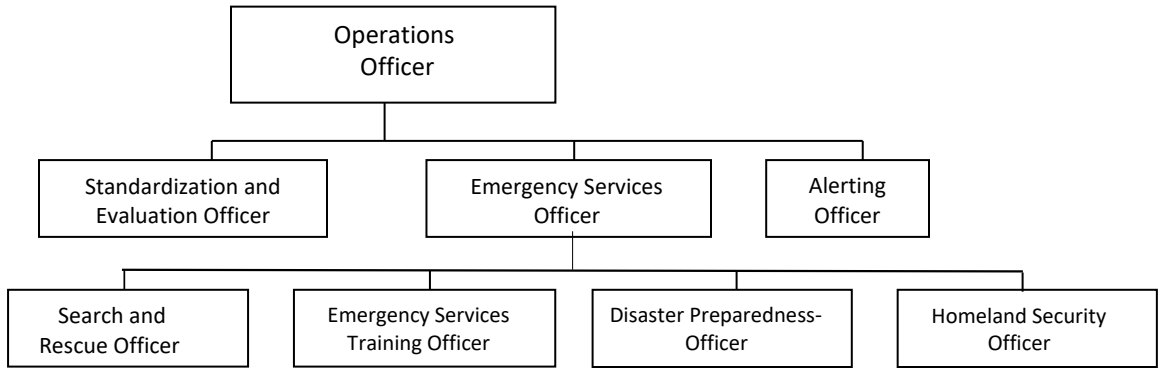
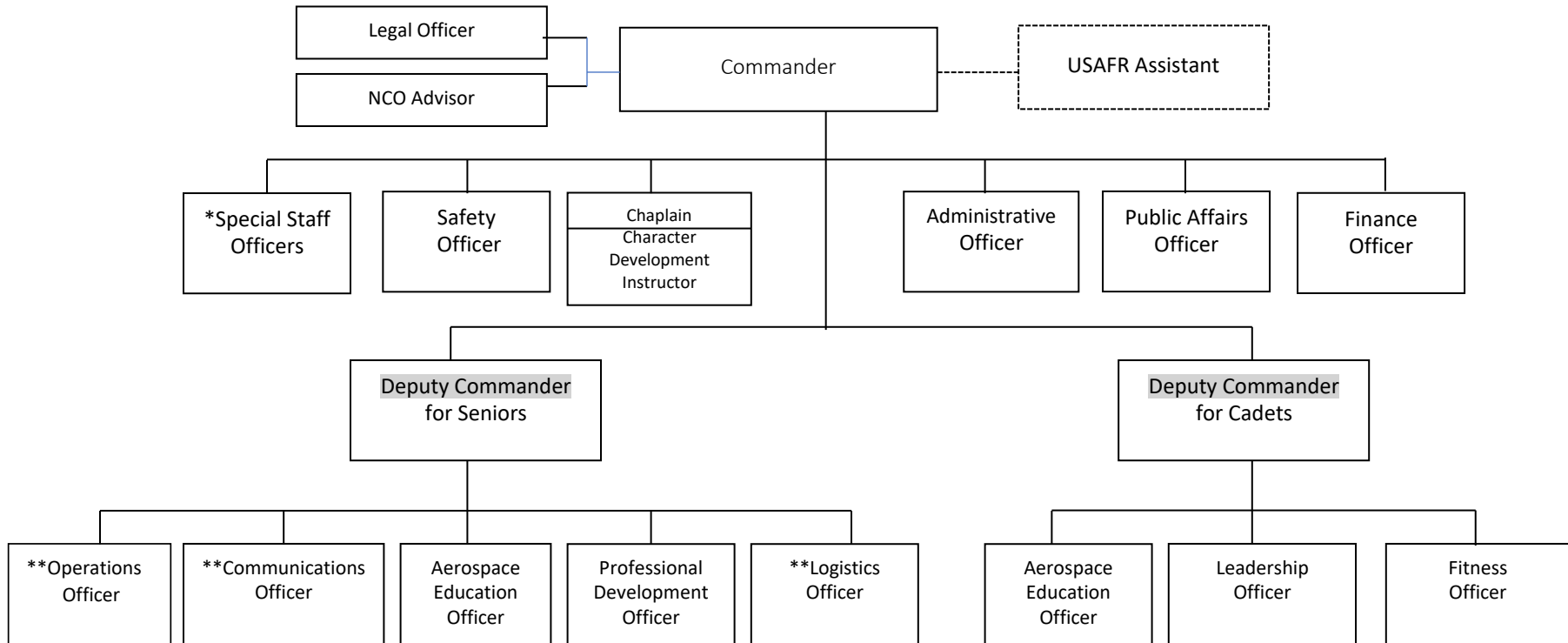


Figure 11—Composite Squadron Organizational Chart (Senior Member Positions)



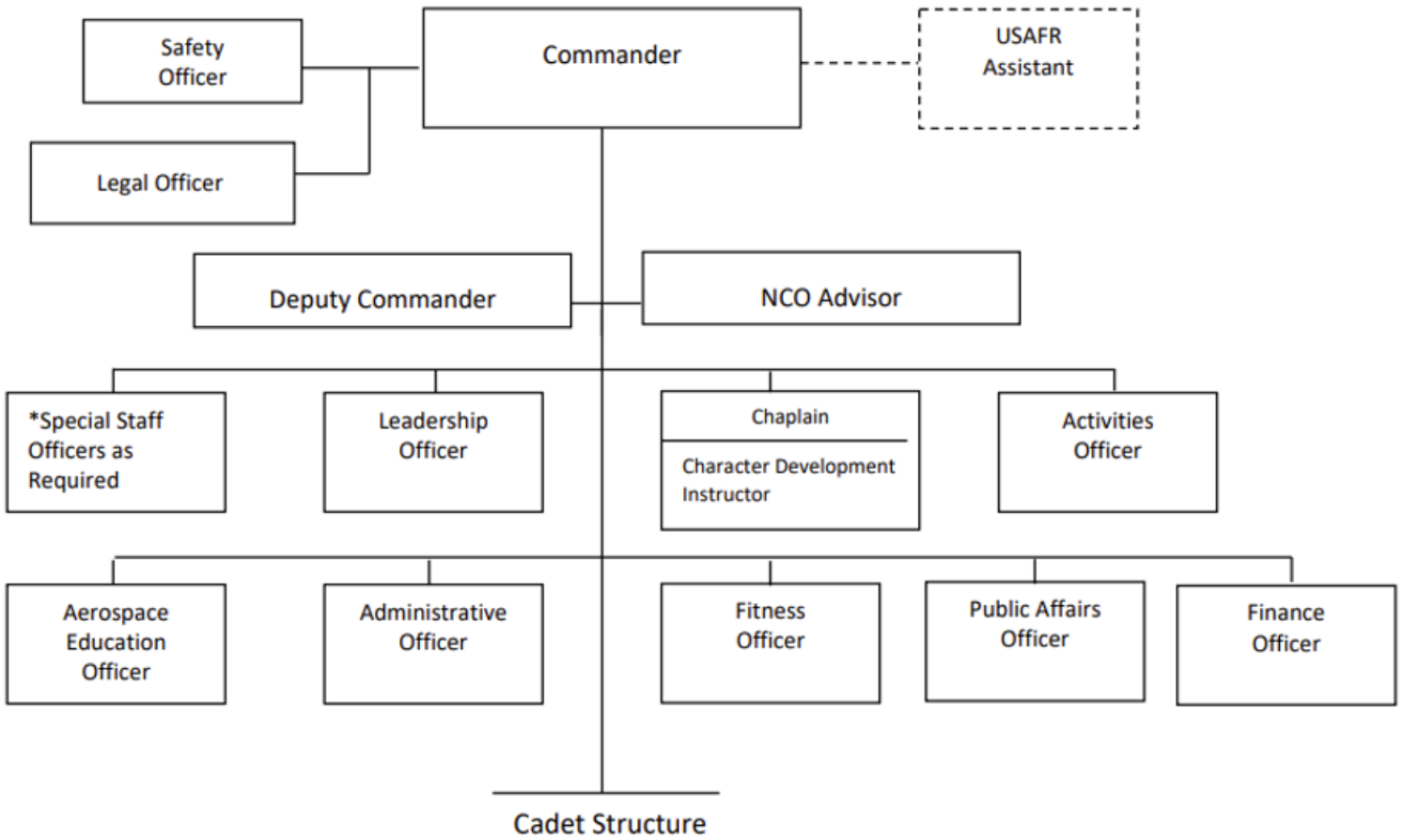
***Special Staff Officers**

1. Personnel
2. Recruiting
3. Information Technology
4. Health Services
5. Testing
6. Historian
7. Homeland Security
8. Drug Demand Reduction Officer
9. Alerting Officer
10. Cyber Education Officer (placed under the AE Officer)

*These officers shall be appointed on an as-needed basis and are not required positions but may have regulatory requirements that must be completed whether an actual duty position has been assigned or not. The unit commander may assign these positions under the Deputy Commander if he chooses.

**The above staff officers may find it desirable to delegate certain responsibilities to subordinate personnel. If any of these functions are expanded, the organizational charts in Figure 10 are recommended.

Figure 12–Cadet Squadron Organizational Chart (Senior Member Positions)

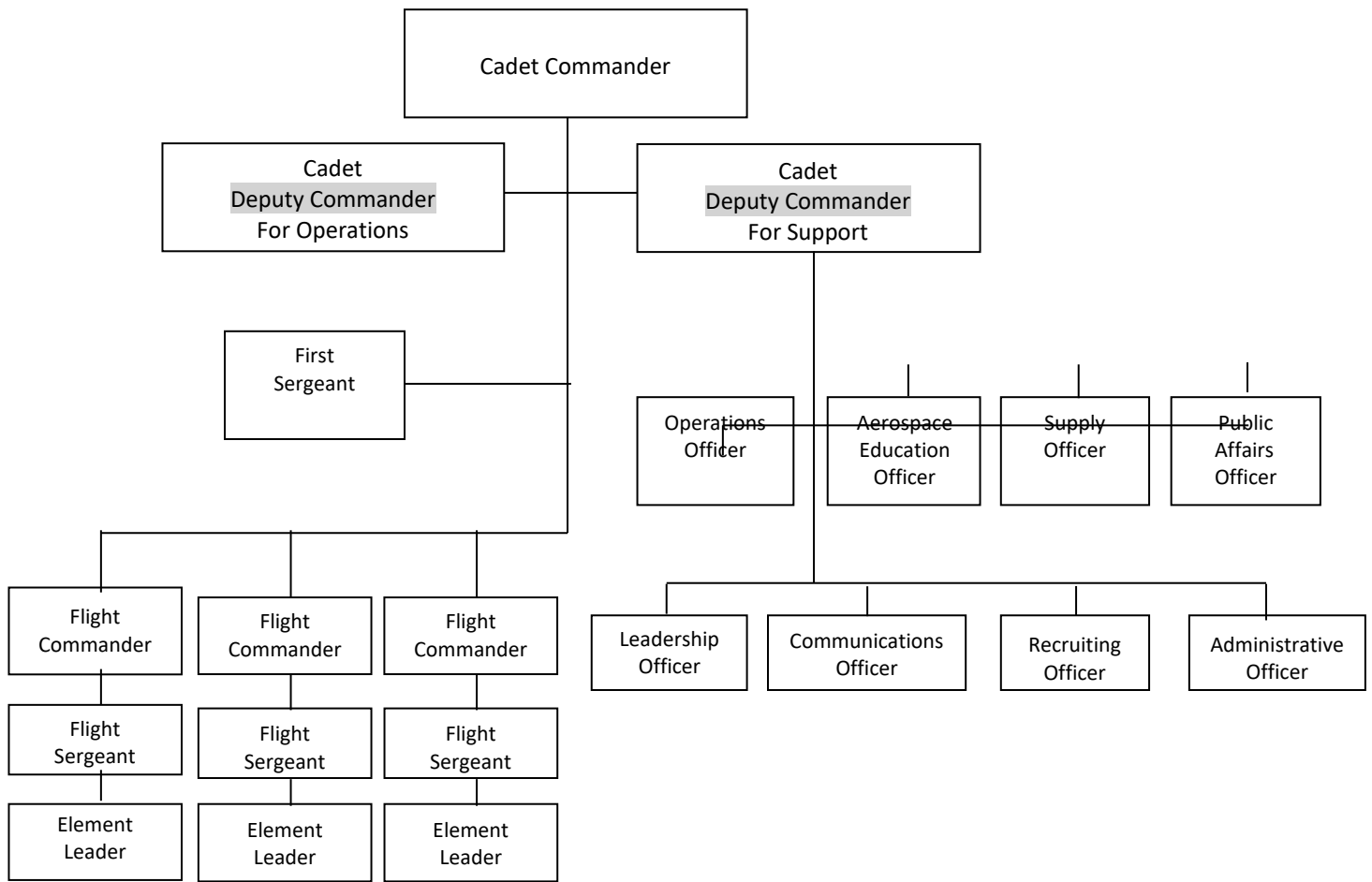


***Special Staff Officers**

1. Personnel
2. Communications
3. Logistics
4. Professional Development
5. Recruiting
6. Health Services
7. Testing
8. Historian
9. Operations
10. Information Technology
11. Homeland Security
12. Drug Demand Reduction
13. Alerting Officer
14. Cyber Education Officer
(placed under the AE Officer)

*These officers shall be appointed on an as needed basis and are not required positions but may have regulatory requirements that must be completed whether an actual duty position has been assigned or not.

Figure 13—Cadet/Composite Squadron Organizational Chart (Cadet Positions)



If units establish cadet equivalents to mission support areas, the senior member duty position should serve as a guideline, with its duties scaled to match the cadet’s maturity.

Attachment 1 Compliance Elements

There are no compliance elements in this regulation.