



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-5937

7 May 2020

MEMORANDUM FOR ALL REGION AND WING COMMANDERS

SUBJECT: Updated Travel, Meeting and Mission Guidance

1. My 14 Mar 2020 directive, Coronavirus COVID-19 Travel and Meeting Guidance, included an end date of 11 May 2020. This memo extends the effective end date of that directive until 30 Jun 2020. In addition, the effective end date for the following two directives is also extended to 30 Jun 2020:

- Cease Cadet Orientation and Training Flights, 4 Apr 2020
- Mission Essential Operations Only during Coronavirus COVID-19, 7 Apr 2020

2. These memos can be viewed on the [COVID-19 information](#) page at [gocivilairpatrol.com](#). The COVID-19 pandemic continues to play out differently across the United States. There are still many ongoing and newly arising cases. In addition, each State government has its own priorities in addressing how communities will resume day-to-day life. Therefore, in order to more effectively manage our risk across the organization, CAP will follow Federal recommendations except in cases where State requirements are more restrictive.

3. It is critical that we remobilize CAP in a coordinated manner. I will be issuing additional guidance next week that will allow wings in states that meet federal guidelines on COVID-19 reduction the opportunity to reinstate segments of in-person CAP meetings and activities. My guidance will include checklists and templates for wings to use when designing plans for proposed loosening of restrictions. To manage that effort, I have tasked the CAP/CV to lead a COVID-19 Planning Team made up of subject-matter experts from Operations, Safety and Health Services. This team will review and approve all wing plans and will have the support of the entire National Headquarters as necessary. We are diligently working at the National level to make sure the guidance and templates we provide for your wings are thorough but easy for you and your staff to use. This is critical to effectively manage the risk for all the members in your region/wing.

4. Questions should be directed to the Director of Operations, John Desmarais, at jdesmarais@capnhq.gov.

A handwritten signature in black ink that reads "Mark E. Smith".

MARK E. SMITH
Major General, CAP
National Commander

cc:

CAP/CV/XO/CCC/COO/AE/CP/DO/DP/GC/GVR/IG/LG/MAC/SE

CAP-USAF/CC/CV/DO/DT/JA/LG/SE

All CAP Region and Wing CV/CS/AE/CP/DC/DO/DOC/DOH/DOS/DOV/LG/PA/SE