



CAP VECTOR

Quarterly National Staff Update January – March 2017

Maj Gen Joe Vazquez, National Commander and CEO
Mr. John Salvador, Chief Operating Officer

Upcoming Key Dates

Legislative Day, Washington, DC – 2 Mar 2017
National Staff College, Maxwell AFB, AL – 21-28 - May 2017
National Conference, San Antonio, TX – 31 Aug – 2 Sep 2017

Table of Contents

Aerospace Education	1
Cadet Programs.....	2
Chaplain Corps.....	4
Development.....	4
eLearning	4
Financial Management	5
Government Relations	5
History	5
Information Technology.....	6
Inspector General.....	6
Operations, Health Service, Comm, Stan Eval, Training and Emergency Services	7
Professional Development -.....	9
Public Affairs.....	9
Publications Management.....	9
Recruiting And Retention.....	10
Safety	10
Spatz Association.....	11

AEROSPACE EDUCATION - ae@capnhq.gov

Deputy Director for AE: Dr. Jeff Montgomery – jmontgomery@capnhq.gov

- National AE: Lt Col Mike McArdle - **
- Home School Development: Lt Col Mike Fultz - **
- Curriculum Development Coordinator: Lt Col Randy Carlson - **
- Special Projects Coordinator: Lt Col Nick Ham - **
- Professional Development Coordinator: Lt Col E. J. Smith - **
- AE/STEM Careers Coordinator: Lt Col Sherwood Williams - **
- AE Analytics Coordinator: Lt Col Karen Cooper - **
- AEM & Workshop Coordinator: Lt Col Dave Garner - **
- STEM Kit Coordinator: Lt Col Frank Roldan - **
- Outreach Coordinator: Lt Col Michael Castania -**
- STEM Kit Coordinator: Lt Col Jonathan Lartigue -**
- Rocketry Coordinator: Major Gary Dahlke -**
- Technology Coordinator: Capt Carol Samuelson -**
- ACE & AEX Coordinator: Capt Spencer Kiper -**

**In accordance with CAPR1-2(i), Personally Identifiable Information is not included in this document.

CAP STEM Kit Program: Promotes an interest in science, technology, engineering, and math (STEM) subjects and careers to our CAP cadets and educator members' students across the nation. Over 3,500 requests filled, impacting over 185,000 youth. Ten kits are now available, since we added Raspberry Pi (computer programming) and Ready-to-Fly quad copter. For more information, application instructions, and recipient lists, go to www.capmembers.com/stem-ed. Contact: stem@capnhq.gov.

Aerospace Connections in Education (ACE) Program: This K-6 elementary AE program set record participation for academic year 2016-2017: Over 21,300 students and 351 teachers from 151 schools in 37 states. Registration is still open for academic year 2016-2017. ACE is viewed as a great early introduction to the CAP cadet program. CAP squadrons can help introduce the program to educators and schools and offer assistance in teaching lessons and/or presenting end-of-program completion plaques and student certificates. For more information, go to www.capmembers.com/ace. Contact: ace@capnhq.gov.

AFA's Aerospace/STEM Education Grants for CAP: The AFA provides \$250 grants in alternating quarterly cycles to CAP units and educator members to help fund aerospace and STEM project subjects and careers. For information, go to AEO and AEM grant links at ae.capmembers.com/programs/grants/. Contact: afa@capnhq.gov.

Aerospace Education Officer (AEO) Schools: The National AEO School and six Regional AEO Schools were conducted in 2016, with over 250 AEOs provided with education, training, resources, and AE Action Plan guidance to help them better accomplish their AE responsibilities as an integral part of the overall CAP program. Planning for 2017 regional schools has begun. More information about the schools can be found at www.capmembers.com/ae. Contact: ae@capnhq.gov.

CADET PROGRAMS- cadets@capnhq.gov

Deputy Director for Cadet Programs: Curt LaFond – clafond@capnhq.gov

Cadet Programs Manager: Col Ned Lee – -**

Program Manager (Activities Group): Wendy Hamilton – whamilton@capnhq.gov

Program Manager (Education Group): Joanna Lee – jlee@capnhq.gov

Office Manager: Donna Bass-Maraman – dbass@capnhq.gov

Cadet Analytics Coordinator: Maj Tom Rehman – trehman@cap.gov

Cadet Cyber Programs Coordinator: Maj Jacob Stauffer – jstauffer@cap.gov

College & Flight Scholarship Coordinator: Lt Col Ron Hanson – -**

Drill & Ceremonies Training Coordinator: Lt Col Grace Edinboro – -**

Drug Demand Reduction: Lt Col Jett Mayhew – -**

Education & Testing Coordinator: Lt Col Valerie Brown – -**

Nat'l Cadet Special Activity Coordinator: Lt Col Raj Kothari – -**

Nat'l Cadet Advisory Council Advisor: Lt Col James Scott – -**

Cadet Chair, NCAC: C/Col Evan Tomsen - -**

Spatz Association Liaison: Lt Col JD Ellis – ellis.j@natcapwg.cap.gov

Cadet Programs 75th Anniversary. 1 October 2017 marks the 75th anniversary of the Cadet Program. The National Cadet Team is planning a variety of commemorations for the cadet community over the next year. All are encouraged to participate in National celebrations or with local opportunities. Keep an eye out for the kickoff memo with more details in late January on the [Cadet Blog](#).

Cadet Program Publication Reengineering. The Cadet Program Management Regulation is in the process of being rewritten. We're optimistic that it will be completed and released in the Summer, with regulatory changes going into effect in the Fall. Keep an eye on the [Cadet Blog](#) for more information.

Cadet Physical Fitness Program. Over 250 units volunteered to help beta test the proposed changes to the Cadet Physical Fitness Program. Their feedback is being incorporated into the nationwide program. The program rollout has

been delayed due to the CAP Publications Reengineering. Keep an eye on the [Cadet Blog](#) for updates as they become available. www.capmembers.com/ActiveCadet

National Cadet Competition. The National Cadet Competition returns in June 2017! The Competition will be held at Wright State University in Dayton, OH, 30 June – 3 July, so start planning for your wing and region competitions now! For program updates and further details as they are announced check out www.capmembers.com/ncc.

National Cadet Special Activities. Flying, leadership skills, Air Force and STEM career exploration. Cadets have until 15 January to apply for “primary” status. Latecomers may try for “alternate” status through the summer. Senior members are needed for most activities as well. For more information, see ncsas.com.

Cadet Scholarships. Flight and Academic scholarship recipients are announced in March/April. Scholarship applications were due by 31 December. If you have cadets who missed the deadline, it’s never too early to start planning for next year. Go to www.capmembers.com/scholarships for details.

Encampments.

2016 Memo. Check out some of the lessons learned and suggested best practices from the [Year-End Encampment Memo](#).

2017 Encampments. Information on 2017 encampments can be found at www.capmembers.com/encampment. If your wing is hosting an encampment that’s not yet listed, [please let us know!](#)

Webinars. The National Cadet Team will be hosting a webinar series for encampment cadre and staff in the spring. Scheduled topics include Flight Staff Responsibilities & Tips for Success, Cadet Executive Staff – Setting the Tone, and Training Officers - The Chaperone / Mentor Balancing Act.

Cadet Encampment Assistance Program. CEAP (say, “seep”) will be available to support economically disadvantaged cadets during the 2017 encampment season. We anticipate applications for the Spring/Summer Encampments opening 1 March. See www.capmembers.com/ceap.

CEAP Survey. For the second year, all cadets 13 and older and their parents were invited to participate in an optional [survey](#) to help measure the effectiveness of the encampment program. Some highlights from the thousands of responses:

- 64% of cadets are interested in STEM careers, 70% are interested in careers in the aviation industry
- Over 70% of cadets would prefer to attend cadet activities nearly every week, plus some weekends
- 97% of cadets believe it’s important to help their communities, 98% help country, 92% find ways to help people who need help
- Cadets who’ve been to encampment are much more likely to feel confident working in teams, are more likely to get the CDC’s recommended amount of exercise, and are more likely to report having friends in the program.

DCP Webinars. The National Cadet Team’s webinar series for Region and Wing DCPs is continuing. Each webinar will focus on a particular topic, but also include time for open discussion. Sessions will be recorded and available for on-demand viewing. Your portal for entering live webinars and for viewing past webinars is www.capmembers.com/DCPWebinar

January 2017 Topic: **RCLS**

Tuesday-January 24, 2017 @12 pm Central (10 am Pacific, 1 pm Eastern)

Wednesday- January 25, 2016 @ 7 pm Central (5 pm Pacific, 8 pm Eastern)

March 2017 Topic: **Character Programs**

Tuesday- March 21, 2017 @12 pm Central (10 am Pacific, 1 pm Eastern)

Wednesday- March 22, 2017 @ 7 pm Central (5 pm Pacific, 8 pm Eastern)

Training Leaders of Cadets. The Training Leaders of Cadets course has been updated. The 1.5 day course was burdensome to members, so the course was split into 1-day sessions for new and intermediate students. The TLC

Basic course is available now and the TLC Intermediate course will be released by 31 January. An online advanced course for DCPs and wing-level programs will be available in early 2017. www.capmembers.com/tlc

Cyber Module. A new Aerospace Dimensions module covering Cyber programs is currently under development. This will be the seventh module in the series. The new module will fit into the Armstrong achievement, where there's not currently an aerospace requirement, though the modules may still be completed in any order. www.cap-cyber.org

CHAPLAIN CORPS - hc@capnhq.gov

Chief of Chaplains: Ch, Col James Hughes – jhughes@hc.cap.gov

Deputy Chief of Chaplains: Ch, Lt Col Charlie Sattgast - csattgast@hc.cap.gov

Plans and Programs: Ch, Lt Col Paul Ward – pward@hc.cap.gov

Personnel: Ch, Lt Col Ron Tottingham – -**

Information Technology: Ch, Lt Col Jeff Williams – jwilliams@hc.cap.gov

Secretary: Ch, Lt Col James Howell – -**

Mission Chaplain Program Update: The revised Mission Chaplain program has been completed and is ready to be released to the field pending approval of SQTRs by Operations. A Train the Trainer event is scheduled at Maxwell AFB in January.

Publication Up For Review: The Chaplain Corps regulation, CAPR 265-1, is under review with a planned revision in early 2017.

Development

Chief of Development: Maj James Fogal – jfogal@cap.gov

National Conference: Two Learning Lab presentations will be given at the upcoming conference: Fundraising at the Region/Wing Level (Fri, 12 Aug) and New Innovations of Fundraising at the National Level (Sat, 13 Aug).

Employer Match: Members and others can increase the impact of their gift to CAP through an employer matching gift program. Many employers will match charitable contributions made by their employees or employees' spouses. Matching gifts will be allocated to the donor's designation (if requested) unless company policy requires distribution to a general fund. To find out if an employer will double or even triple a gift, contact your human resources office. Questions or concerns regarding the corporate matching gifts, or additional information about gift options, can be obtained by contacting the development office toll-free at (877) 227-9142 ext. 436 or Maj Fogal via email. More details can also be found on CAP's new giving webpage at <http://www.capmembers.com/giving/>.

Amazon Smile: You can help Civil Air Patrol by shopping online through Amazon's new AmazonSmile program. Every time you direct your Amazon purchases through AmazonSmile, 0.5% of the price of your eligible items will be sent to CAP on your behalf, with no extra cost to you. All you have to do is visit smile.amazon.com/, log in using your usual Amazon account details, and select "Civil Air Patrol" as your charity. Thank you for supporting the Civil Air Patrol through AmazonSmile!

eLearning- elearning@capnhq.gov

Chief of eLearning: Ron Olienyk – rolienyk@capnhq.gov

eLearning Staff Assistant: Col Stan Skrabut -- wywg.pdo@capwyhq.org

National Online Unit Commander's Course: The updated National Headquarters online UCC will hold its first course in January 2017. The first course run will be a Beta test of the course with following courses being offered every quarter. If you would like to submit an application for the course, go to the following web site: Distance Learning Enrollment. Registration is automated with approval being required through your chain of command with the Wing Commander being the final approver. For more information, contact Ron Olienyk at rolienyk@capnhq.gov.

Safety Courses: The courses/quizzes that were on the Safety Management System (SMS) and the Safety Information and Reporting System (SIRS) have been moved to the Learning Management System (LMS). You can access the material by going directly to the LMS or through SIRS and the online education.

Financial Management

Director: Susan Easter - seaster@capnhq.gov.

Vehicle Program Card Management: CAP transitioned the current WEX cards to new fleet Mastercards. The test program for charging vehicle fuel to the NHQ card has been expanded to seventeen Wings and we anticipate the fuel program being used by all wings by the end of the year. Contact Drew Sims at 334-953-7748 ext 432 or asims@capnhq.gov for more information.

Aircraft Fuel Program Card Management: CAP/FM is implementing a national credit card program for AFAM fuel cards to be located in each aircraft. This will eliminate members from having to pay for aircraft fuel and wait for a reimbursement or for Wings to “float” the fuel cost through Wing credit cards. NER will be beta testing the program. The program will be expanded to other Regions as soon as possible, with the goal of having a credit card in each aircraft by the end of the calendar year.

Government Relations

Director of Government Relations: John Swain – jswain@capnhq.gov
National Legislative Coordinator: Lt Col Gerald Marketos – marketos@cap.gov
State Legislative Coordinator: Lt Col James Nova – jnova@cap.gov
Special Projects Coordinator: Lt Col Lindsay Shipps – lshipps@cap.gov

Need Help With Your State Appropriations? Wings struggling with gaining state appropriations, establishing a legislative squadron or other state matters can ask the national GVR staff for assistance. Contact John Swain.

History

National Historian: Col Frank Blazich, Jr., fblazich@cap.gov
Strategic Advisor: Maj Jacob Gerstein -**
National Archives & Historical Collections Division Head: Capt Colleen McCormick -**
Records Accessioning Specialist: SM John Wendt -**
Software Development Specialist: SM Albert Burckard -**
Historical Projects Division Head: Lt Col Phil Saleet -**
Oral History Program Manager: Chaplain (Lt Col) Marvin Owen -**
Heraldry Manager: Lt Col Phil Kost -**
Reenactment Liaison: Lt Col Sean Neal -**
Media Specialists: Capt Erik Koglin and Capt Johnny Shea -**
Research Division Head: Lt Col Richard Mulanax -**
National Historian Emeritus: Col Len Blascovich -**
CAP National Historical Journal Editor: Maj Kurt Efinger -**

National Historian: Oversaw establishment of temporary history display at the CAP 75th anniversary gala dinner and display of CAP history banners in the Pentagon. Provided technical support to filmmaker Jack English for his forthcoming television documentary “The Golden Isles at War.” Answered numerous requests for information regarding CAP history matters. Participated in inaugural Wreaths Across America Living History effort. Assigned team to commence revisions to all pamphlets and regulations in accordance with national publications reengineering effort.

National Archives and Historical Collections Division: Planned and created CAP 75th Anniversary Gala history display. Arranged for loan of select objects from the Civil Air Patrol National Archives and Historical Collection to be

displayed in a Nevada Wing-sponsored exhibit at the Reno-Tahoe International Airport, and advised on the creation of label copy. Responded to multiple information requests received through the history.cap.gov contact form and from CAP NHQ personnel.

Historical Projects Division: Assisted National Historian in answering requests for information from various wings and private individuals. Notably, several efforts to help verify potential Congressional Gold Medal recipients and or family members. Work is underway to develop a poster commemorating former cadet Clifton Cushman and his famous "I Dare You" letter. Additional graphic support work is underway in preparation for the 75th anniversary of the cadet program.

Research Division Head: Completed a Civil Air Patrol Chronology, 1941-2016. Drafted and currently revising a template for the Wing and Region Annual Reports, and provided edits to articles in the recent issue of *Volunteer* magazine. Work is ongoing to finalize a database of CAP members killed on active duty and an accompanying database of grave locations, develop a CAP Unit Lineage Listing and a CAP Charter Database, and update CAPP 5.

INFORMATION TECHNOLOGY

Chief information officer (CIO): Kathy Conyers – kconyers@capnhq.gov

Deputy Director of Information Technology: Joseph Hall, Jr. – jhall@capnhq.gov

National Information Technology Manager: Col Sandra Brandon – sbrandon@cap.gov

FY16 Field Computer Buy Update - Due to unforeseen budget circumstances, we were not be able to execute a field computer buy during FY16. Units requiring field laptops please reach out to your Wing Commander or LG officer for equipment. In FY17, we hope to fund a field laptop buy that will be more strategically focused on the refresh of NHQ issued laptops that are out of warranty or coming due for out of warranty.

CAP Websites: The CAP WordPress website templates has been updated to include more functionality and user-friendliness. The updated template can be found at: <http://bit.ly/1Qv1TPa>. For more information contact Joseph Hall at jhall@capnhq.gov.

Software Development: The Software Change Request (SCR) Repository Priority List continues to be available to Commanders the first week of each month. The SCR Repository contains a comprehensive list of all IT projects that have been evaluated by the IT Steering Committee and assigned an enterprise ranking.

eServices applications now available and slated for release: *(Please stay tuned to eServices news for more information on these upcoming releases.)*

- **Now Available – Legislative Day Application** – The Legislative Day application is designed to automate and streamline Legislative Day planning activities and after action reporting/follow up.
 - **In Test – Risk Management and Flight Release** – The new Risk Management and Flight Release enhancements are currently undergoing testing by designated Operations personnel.
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Inspector General– ig@capnhq.gov

Inspector General: Col Cheryl Fielitz-Scarborough – cfielitzscarborough@cap.gov

Deputy Inspector General - Inspections: Lt Col Craig Gallagher – igi@cap.gov

Deputy Inspector General - Complaints: Lt Col Preston Perrenot- pperrenot@cap.gov

Deputy Inspector General - Training: Lt Col Les Manser – igt@cap.gov

Deputy Inspector General - IT: Lt Col Jon Royer– jroyer@cap.gov

IG Senior Courses schedule:

Aug 11-12, Nashville, TN – Lt Col Larry Julian – larry.julian@gawg.cap.gov

Sep 17-18, Sioux Falls, SD – Lt Col Shelly Metzger -**

Operations, Health Service, Comm, Stan Eval, Training and Emergency Services

Director: John Desmarais – jdesmarais@capnhq.gov

Chief, Aircraft Operations: Joe Piccotti – lpiccotti@capnhq.gov

Chief, Health Services: Lt Col Tom Janisko - thomas.j.janisko.mil@mail.mil

Chief, Communications: Malcolm Kyser – mkyser@capnhq.gov

Chief, National Operations Center: Terry Raymond – traymond@capnhq.gov

Chief, Operations Support: Lt Col Pete Norris -**

Chief, Special Missions: Chuck Mullin – cmullin@capnhq.gov

Chief, Training: Col Carlton Sumner – **

Keep Flying! Though we are operating under a continuing resolution with limited flying, NHQ is doing all it can to provide funding to support our flying operations. CAP/DO is funding operations on a month by month basis, but that seems to be working to keep things going.

Aircraft Operations and Standardization/Evaluation: There have been many updates posted on the CAP Pilots web page at: www.capmembers.com/emergency_services/aircraft_ops_staneval/

- The AFROTC & AFJROTC Cadet Orientation Flying Program has resumed operation for FY17. The [FY16 MOA](#) has been extended and is valid through FY17 to facilitate operations. We expect in the future that an MOA will no longer be required as CAP-USAF is currently coordinating an OPLAN for these missions instead, and flying will be on a first come first served basis. Wings should begin working with their AFROTC and AFJROTC counterparts to being flying as soon as possible. Ideally, we want to fly these orientation before June.

- CAP Cessna Short- & Soft-Field Training is available online for CAP pilot usage. This optional training tool is provided to aid CAP pilots as they prepare for Short- & Soft-Field flight operations in Cessna aircraft. CAP Cessna Short- & Soft-Field Training is located on the ["CAP Pilots" web page](#) in the "Training" section.

- CAP Cessna Aircraft & Autopilot Differences Training is now provided to familiarize CAP pilots with the various differences between CAP's Cessna aircraft and between the two predominant autopilot models installed on those airplanes. These optional training tools are provided to aid CAP pilots as they transition between CAP's Cessna aircraft. CAP Cessna Aircraft & Autopilot Training is located on the ["CAP Pilots" web page](#) in the "Aircraft Familiarization" section.

- The online version of "[FAA Safety Briefing](#)" magazine is provided via web link on the [CAP Pilots web page](#). This publication provides relevant and timely general aviation safety related information straight from the FAA's team of professionals. The current issue (November/December) focuses on many of the questions the FAA commonly receives from the public.

- We are currently looking for an Assistant National Glider Program Manager. Anyone interested in applying should review the position description online at: https://www.capmembers.com/media/cms/Asst_NGPM_79B18EFA27DE8.pdf and apply following the guidance at: https://www.capmembers.com/cap_national_hq/volunteer_staff_vacancies/.

- Congratulations to Tennessee Wing! Their glider program did exceptionally well in FY16, flying 574 sorties on the single glider they had assigned to them, higher than any other in the CAP fleet. This weighed heavily into the leadership's decision for SER and TN Wing to be the recipient of the first glider to be completely refurbished. Great job, and we know you will put this fantastic new resource to good use!

Health Services:

- We expect to be advertising for a new CISM manager for our staff soon. Anyone interested in applying should watch the NHQ website for more details.

- New Psychological First Aid and Suicide Awareness Training materials are available on the CISM website at: https://www.capmembers.com/emergency_services/critical_incident_stress_management_cism/

Communications:

- By the time you read this, annual inventories should be complete. If you have not completed your inventory, please get it done as soon as possible. If you have equipment excess to your needs within your unit, let your Wing DC know; if your Wing has excess equipment please get with CAP/DOK to coordinate return to the National Technology Center so that the equipment can be put to good use elsewhere or properly disposed of.

- Thank you to all of our communications personnel across the country that supported the NORAD Track Santa program and our expanded radio nets in support of this program. This was a great opportunity for parents and children worldwide to listen to audio from CAP's national radio nets reporting local weather conditions and other factors affecting Santa's flight operations and navigation.

- HF Planning Webinar. NHQ Operations will be hosting a webinar on HF Planning to help wings and regions build their HF Plan. CAP is three years into a multi-year project to revive our national HF traffic handling system. The national tier is up and running. Now it's time to build the wing and region tiers of the system. All key members of the national comm team will be on hand to answer questions and provide assistance. If you would like some in depth explanation – or perhaps even some inspiration – join us on 25 January, at 2000 Central. You can register for this and other upcoming Operations Webinars at:

https://www.capmembers.com/emergency_services/operations_support/education_and_training/operations-training-webinars/.

Operations Support:

- The National Emergency Services Academy (NESA) will be run from the 8th through the 22nd of July, 2017 at Camp Atterbury, Indiana. Details about upcoming courses are available online at www.nesa.cap.gov and interested personnel can register online at: https://www.caphq.gov/CAP.Events_NESA.Web/Form31.aspx. In addition to the normal lineup of training like past years, training will be expanded this year to support more Mission Chaplain and Chaplain Support Specialist training on site, as well as basic and advanced courses in mini-UAV operations for CAP missions.

- Congratulations to all of our personnel across the country that supported SAR operations in FY16; it was another banner year, and CAP was credited with saving 92 lives in FY16.

- One of our long time partners is FEMA Corps. [FEMA Corps](http://www.FEMACorps.gov) is a one-of-a-kind service opportunity that offers opportunities for CAP cadets and adult members to gain substantial experience alongside emergency management professionals. In FEMA Corps, young adults deploy and serve for 10 months on critical disaster response, recovery, preparedness, and mitigation assignments across the country. In addition to valuable training and experience, FEMA Corps members earn a \$4,000 living stipend, full room & board, travel expenses and a \$5,815 AmeriCorps Education Award to use towards school or student loans. Learn more and apply by April 1, 2016 at www.AmeriCorps.gov/FEMACorps.

Special Missions: The Green Flag program is looking for experienced CAP pilots with a G-1000 qualification and at a minimum an instrument rating. Additionally, Pilot or Sensor Operator candidates should not weigh more than 190 lbs. We anticipate holding another Green Flag University (GFU) in June of 2017. Members wishing to apply for future crewmember openings in the Green Flag program and possibly attend this GFU can contact Chuck Mullin at NHQ: cmullin@caphq.gov.

Training:

- The annual training and flying plan modules will open on the 1st of April for FY18 entry. Just like prior FYs, plans are expected to be complete and approved through your Liaison Regions by the end of July.

- The training team is expecting to work on several online courses after the new year. If you have suggestions or materials that you would like the team to consider for sharing across the country, reach out to Colonel Sumner.

PROFESSIONAL DEVELOPMENT - pd@capnhq.gov

Chief of PD: Bobbie Tourville – btourville@capnhq.gov

PD Manager: Vacant

Save the Date – National Staff College 2017: National Staff College 2017: 21-28 May 2017. The director is Colonel Jean C. Desmarais, CAP (jedesmarais@capnhq.gov). Registration is now open! For more information, please visit the [PD website](#) or contact Bobbie Tourville (btourville@capnhq.gov).

New UCC in beta test – The new Unit Commanders Course has been approved for beta test. Several wings have volunteered to take part in the in-residence tests over the next 8 weeks, and the online variant beta test will begin 14 Jan (class is full). Please contact Bobbie Tourville for more information about test site locations.

Professional Development Journal looking for articles -- The Professional Development Journal is a periodic newsletter for CAP's Professional Development community. We're always looking for contributors who have tips and best practices to share; as well as articles on leadership and management topics so that Professional Development Officers can better serve. To contribute to the Journal, simply e-mail your submission to pdjournal@capnhq.gov; or to Bobbie Tourville.

PUBLIC AFFAIRS

Deputy Director for Public Affairs: Julie DeBardelaben - jdebardelaben@capnhq.gov

National Public Affairs Officer: Maj Robert Bowden - rbowden@cap.gov

Marketing and Social Media Manager: Lt Col Paul Cianciolo - paul.cianciolo@natcapwg.cap.gov

Social Media Coordinator: Janet White - jwhite@capnhq.gov

Social Media Analyst: Capt Jessica Jerwa - jessica.jerwa@wawg.cap.gov

CAP Media Coverage: Civil Air Patrol ended 2016 and began 2017 with a significant boost in the organization's public awareness. Stories about CAP's response to Hurricane Matthew, CAP's 75th Anniversary, CAP units' involvement in Wreaths Across America and a series of plane crashes at the end of the calendar year, including the rescue of a couple in Colorado using CAP's radar technology, resulted in 4,822 online, broadcast and print stories (about 15 percent above average for a 12-week period). Those stories had a circulation of 15.3 million, and reached a potential audience over 2.5 billion. Nationally, CAP's cadet program was featured in "Air & Space Smithsonian" with a one-page article listing the "5 Ways the Civil Air Patrol Works 4 U."

Social Media: Because of proven impact/potential, instead of traditional news releases, NHQ/PA is relying more heavily on creating videos for major news/announcements and posting them on YouTube and linking to them on Facebook and Twitter. CAP currently has 52,536 likes on Facebook, an increase of 20 percent from the previous year, and we currently have 7,334 followers on Twitter, an increase of 22 percent from last year.

Here is a list of the most viewed CAP social media stories in 2016: <https://storify.com/CivilAirPatrol/top-10-cap-social-stories-in-2016>. CAP's 75th anniversary social media campaign created through Thunderclap reached 1.6 million people.

PUBLICATIONS MANAGEMENT

Publications Manager: Jeanne Stone – jstone@capnhq.gov

Publications Reengineering: We've answered the frequently asked questions about CAP Regulation 1-2, *Publications Management*. It's available on the publications page at CAPMember at https://www.capmembers.com/media/cms/FAQs_for_CAPR12_08CB604646344.pdf.

RECRUITING AND RETENTION

National Recruiting & Retention Manager: Lt Col Darin Ninness - dninness@cap.gov

Asst Chief, Personnel & Member Actions: Marie Vogt – mvogt@capnhq.gov

Spring Recruiting - Spring is a great time to kick off that recruiting to get a batch of cadets ready for summer encampment. January is the perfect time to schedule your unit open house, membership information night or recruiting night for the March-April timeframe, just enough time to get new cadets into Civil Air Patrol, trained thru Great Start, an orientation flight (when the weather gets nicer, of course!) and signed up for Summer Encampment. By the end of the month, you should have your date pinned down and being planning and advertising for it. Make your Spring event the best and most well-planned and executed recruiting event of the year!

Unit Charter Review - February is the time when your Wing Director of Personnel and Wing Commander will conduct the Annual Charter Review (CAPR 20-3, para 10). This is a great time to have a frank conversation with your commander about units that are at risk of failing due to minimum manning, and to provide those units with help and an action plan to recruit new members to attain an upward trajectory. This is the time for a good hard look at those units that continue to operate right on the edge of deactivation and determine if there is a way to help them succeed.

Recruiting Progress - We're past Q1 of FY17. How are your units doing against their recruiting plans? How are they doing against their "Magic Numbers"? (<http://bit.ly/2cHiV3b>). A recruiting plan is not just something you look at once a year and then put on the shelf, never to be looked at until next year. You should be looking at your progress against your planned numbers on a monthly, bi-monthly or quarterly basis. Waiting until 10 months into a 12 month plan is not the time to discover you're less than 50% of the way to your yearly goal numbers and have no opportunity to make it up.

Ongoing Recruiting & Retention Training - The video training events continue with Colonel Stan Skrabut, NER Recruiting & Retention Director. Our past training videos are available in the LMS and via this link: <http://bit.ly/NERVideos>. We appreciate the feedback from the field. Please keep watching and don't hesitate to reach out and let us know what kind of training you would like to see!

SAFETY

Chief of Safety: George Vogt – gvogt@capnhq.gov

Assistant Chief of Safety: Col Robert Castle - -**

National Safety Officer College 2017 ... Save the Date! The National Safety Officer College (NSOC) is scheduled for June 5-9, 2017, at the NTSB Training Center in Ashburn, VA. Check out [this link](#) for more information. Sign-ups will begin in mid-January. We are hoping/expecting that all region directors of safety will attend. The CAP Safety Program will probably follow the lead of the IG program, eventually requiring region directors of safety to attend NSOC. Wing directors of safety will also be strongly encouraged to attend. We are taking a hard look at available funding in hopes that we can offset the majority of the costs. Stay tuned!

Safety Beacon Newsletter for Monthly Safety Education! Reading the Safety Beacon Newsletter can earn you credit for your monthly safety education! Beginning in December, the Beacon Newsletter is now a monthly safety education module. Go to LMS and look under "Safety: Monthly Education" or click on the "Online Education" link in SIRS. You'll find a link to the current Beacon and a quiz that will give you credit for your monthly safety education. An in-person safety briefing in your unit is still the preferred method, but reading the Beacon will give you current safety program information, risk management lessons, and important topics.

SIRS Suggestions? We are soliciting ideas for changes and updates to the SIRS system so it becomes a user friendly tool and serves all our needs. Have suggestions for what you'd like to see SIRS do? Use this e-mail address to send in your suggestion: SIRS_Suggestions@capnhq.gov Tell us what your job is, what you'd like to see SIRS do for you, and

why. Something like, “As a mishap review officer, I would like SIRS to have spaces for all the inputs I have to make so I don’t forget to address anything.” Let us know!

SPAATZ ASSOCIATION

Vice President, The Spaatz Association: Lt Col “JD” Ellis – jellis@cap.gov

The Spaatz Association 2017 Awards Dinner will be held on 4 March 2017 at the Crystal City Marriott at Reagan National Airport, 1999 Jefferson Davis Hwy, Arlington, VA. For additional details and registration please see link. - <http://www.spaatz.org//mid-winter-dinner-portfolio/>

More than \$30,000 is available to individuals, squadrons, groups, wings, regions, or national-level programs that support cadet leadership development or completion of a private pilot certificate. Grants are awarded quarterly. Flight scholarships are awarded in March. The Application Window for ALL grants and scholarships is always open. Visit <http://www.spaatz.org/scholarships-and-grants> to apply.

Finally, we need your help! We are collecting pictures of Spaatz and Falcon award presentations and articles on Spaatzen for our website archives. If you have information, or know of someone who does, point them to our submissions page at <http://www.spaatz.org/submissions>.

If you have questions on The Spaatz Association, or would like to know more about how we can help you in the Cadet Program, contact us. <http://www.spaatz.org/contact-us>.
